


**Department of Health Care Access and Information**

**Duty Statement**

**Proposed**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Workforce Development Operations Branch Finance, Administrative & Contracts Section - Finance Unit	
<b>Position Number</b> 441-221-5402-XXX	<b>Telework Option</b> Hybrid	
<b>Classification</b> Analyst III	<b>Working Title</b> Finance Operations Analyst	
<b>Supervision Exercised</b> None	<b>Location</b> Sacramento	
<b>Conflict of Interest:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Fingerprint/Live Scan:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Revision Date</b> June 2026	<b>Effective Date</b>	

**Mission and Vision**

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health care workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

**General Description**

The Analyst III, under the general direction of the Supervisor I, Finance Unit, will independently perform complex analytical, consultative, administrative planning, and regulatory work; and is responsible for monitoring and auditing the budget, providing technical assistance to the Office of Health Workforce Development (OHWD) managers on financial and accounting workflows, and collaborating with the supervisor of the Administrative and Contracts Units to ensure standardized processes and documentation on current, revised, and/or new operations policies, procedures, and directives are developed and maintained.

**Department of Health Care Access and Information**  
**Duty Statement**  
**Proposed**

**Essential Job Functions**

**30% Fiscal Oversight and Strategic Analysis**

Leads complex and highly sensitive division-wide, high-impact assignments for the OHWD requiring advanced fiscal expertise. Develops and monitors division-level financial reports; conducts high-risk fiscal analysis; and provides authoritative recommendations that inform OHWD strategic and operational decisions. Ensures internal controls, fiscal policies and compliance requirements are current, meet statewide standards, and support department-wide accountability; and supports the OHWD fiscal oversight, including monitoring BH-CONNECT objectives and progress. Coordinates and validates labor charges and other Operating, Expenses, and Equipment (OE&E) budget items including the reimbursement of funds for BH-CONNECT; including proposed and incurred expenditures across multiple funding streams. Anticipates department-level fiscal impacts and communicates findings, risks, and recommendations to executive leadership with detailed analytical justification. Provides analytical explanations in response to internal and external inquiries from control agencies and other stakeholders, serving as the subject-matter expert (SME). Tracks budget bills and monitors their potential impact on the OHWD, conducting division-wide impact analysis and providing strategic recommendations to leadership based on these assessments. Creates complex reports and presents the information to OHWD Management and other departmental leadership forums.

**25% Strategic Fiscal Operations and Program Oversight**

Serves as the OHWD's primary fiscal strategist for prioritizing all OE&E requests for the OHWD, ensuring division-wide resource alignment and consistency with department goals, fiscal policy, and state-wide systems, and works in conjunction with the Administrative and Contracts teams on BH-CONNECT contract requests through the procurement process, overseeing high-risk procurement and contract development. Serves as a departmental liaison with the Department's Office of Administrative Services, contractors, vendors, and the Department of Health Care Services on issues impacting initiatives, such as BH-CONNECT. Independently extracts, synthesizes, and interprets data from multiple departmental systems to guide leadership-level decision making; and gathers, prepares, and presents data to upper management. Conducts sensitive/confidential projects, analytical studies, and surveys, formulates program alternatives and makes recommendations to management relative to programs and BH-CONNECT. Drafts, reviews, and refines Budget Change Proposals with division-level implications. Provides executive-level fiscal projections for the OHWD branches by overseeing the Spending Plan Dashboard tool and/or other division spending plan tracking tools to ensure accurate alignment of resources. Represents the OHWD at departmental level fiscal meetings, interagency fiscal workgroups, and high level budget discussions serving as a key fiscal advisor for division leadership.

**Department of Health Care Access and Information**  
**Duty Statement**  
**Proposed**

**25% Financial Strategy and Budget Performance**

Leads division-wide financial strategy functions by overseeing the comprehensive financial analysis operations and tracking by monitoring expenditures and forecasting and analyzing budget performances across state operations, local assistance, and federal grants. Validates and authorizes (within delegated authority) all expenditure transactions, including purchase orders, invoices, travel, training, and contracts; ensures accuracy in accounting codes, funding sources, and regulatory compliance through extensive use of FI\$Cal and Excel. Leads the development of fiscal policies, processes, and procedures impacting the OHWD operations. Develops authoritative data-informed recommendations for resource allocations, evaluate vacancies for salary savings projections, position control reconciliation, fiscal impacts, staffing proposals, and reorganizations; and prepare cost estimates for proposed legislation and programmatic changes, serving as a fiscal SME for legislation and program changes with department-wide impact.

**15% Fiscal Reconciliation and Program Performance**

Facilitates monthly reconciliations for multiple funds and program areas, identifies issues and leads division-wide corrective actions, and collaborates with program staff to execute budget allotments and correction documents; and ensures all financial activities align with organizational goals and grant performance periods. Provides high-level review and strategic consultation on contract fiscal components for BH-CONNECT and all other funding sources. Ensures alignment with multi-year funding strategies. Conducts advanced trend analyses across multiple funds and programs within the OHWD, including BH-CONNECT, to inform division leadership on emerging fiscal risks and operational needs. Serves as a member of project teams; leads the development and provides recommendations for process improvements, best practices, and procedural updates. Assists in high-priority drills requested by the Legislative Analyst's Office, Department of Finance, California Health and Human Services Agency, or the OHWD Directorate and Executive Management teams. Provides formal training and technical guidance and acts as a mentor to unit staff. May act, as appropriate, in the absence of the Supervisor I.

**Marginal Job Functions**

**5%** Performs other related duties as required.

**Department of Health Care Access and Information**  
**Duty Statement**  
**Proposed**

**Desirable Qualifications**

- Ability to plan, design, implement and evaluate programs and projects.
- Knowledge and ability to conduct research and analysis of quantitative and qualitative data.
- Knowledge and ability to analyze sensitive and controversial situations accurately, take appropriate action.
- Ability to communicate sensitive and controversial topics and decisions effectively.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.

**Physical Demands**

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**Working Conditions**

Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public. Some travel may be required. The standard work schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday.

**Employee Statement**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date Signed</b>

**Supervisor Statement**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date Signed</b>