


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Statewide Hospital Planning and Development Office Support Section Fiscal Services Support Unit 
<b>Position Number</b> 441-445-5402-XXX	<b>Telework Option</b> Hybrid
<b>Classification</b> Analyst III	<b>Working Title</b> Lead Fiscal 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 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**

Under general direction of the Manager II, the Analyst III serves as the lead analyst and subject matter expert for the development and maintenance of the Office of Statewide Hospital Planning and Development's (OSHPD) annual budget, maintenance and collection functions, financial systems enhancements; and includes maintenance of general ledger and budgetary control accounts. May receive direction from the Office's Associate Construction Analyst (ACA).

**Essential Job Functions**

- 35%** Independently maintain the OSHPD annual budget and internal program budgeting system. Identify budget/expenditure issues and provide recommendations to management for resolution. Lead complex fiscal modeling, multi-year revenue and expenditure planning, and advanced fund condition forecasting to support executive decision-making. Monitor and evaluate various accounting reports within the Financial Information System for California (FI\$Cal) in order to track and project expenditures and revenues, forecast future workload and revenues, budget advanced collections, assist with fund condition reporting, provide

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fiscal analysis of current operations, propose alternatives for change, and develop other budget related-systems and procedures as necessary to support OSHPD operations.

Incumbent will serve as the OSHPD Budget Liaison to the Office of Administrative Services (OAS). Validate procurement and labor coding using HCAI's chart of accounts. Prepare out-of-state travel requests for OSHPD staff. Represent the Office in department-wide fiscal planning discussions. Coordinate research and analysis across OSHPD units on budget, revenue, and accounting issues. Develop fiscal analysis for enrolled bill reports, Fall and Spring budget change proposals, administrative adjustments, and program budgets. Evaluate Office-wide fiscal impacts of program and policy changes and provide expert consultation and reports to Office leadership.

Establish, maintain, and reconcile complex general ledger accounts and appropriation accounts for activities in the Hospital Building Fund (0121) and other funds that support OSHPD programs. Ensure appropriate matching and cross posting of revenue and expenditure accounts. Utilize FI\$Cal to conduct advanced financial research and problem resolution for complex ledger discrepancies.

- 35%** Review cost entries made by OSHPD staff in the eServices Portal (eSP) which create assessed fees for healthcare construction projects. Audit projects to ensure accurate billing by interpreting departmental regulations and create invoices using eSP's accounting module. Conduct analysis of systemic revenue and collections issues in accordance with the State Administrative Manual. Collaborate with OSHPD's ACA to lead collection activities for past due receivables. Contact facilities regarding past due accounts. Provide advanced analytical support to Legal, IT, and executive leadership on complex or sensitive accounts-receivable matters. Provide recommendations regarding facility or project-specific topics such as Integrated Reviewed Projects.
- 15%** Serve as the business lead for financial system enhancements by developing functional requirements, conducting user acceptance testing and training, and coordinating system changes that affect fiscal operations. Lead fiscal-related technical improvement initiatives by collaborating with IT, Procurement, Accounting Services, external vendors, and program staff to design and implement enhancements that improve financial efficiency, accuracy, and compliance. Lead the planning, requirements development, evaluation, and implementation of payment modernization efforts, including new electronic payment methods.
- 5%** Initiate cash state refund requests to reconcile overpayment of fees and monitor the Hospital Building Fund Uncleared Collections general ledger activities to resolve outstanding balances.
- 5%** Review and analyze the complex collection process including bankruptcies, offsetting, discharge from accountability and coordination with the Department of Health Care Access and Information (HCAI) Legal Office answering inquiries concerning rules and regulations.

**Marginal Job Functions**

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**5%** Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the Office. Function as the backup to the OSHPD Codes Coordinator. Participate in the Office's Emergency Response; may be called upon to work in the Emergency Operations Center or to respond to Hospital sites as needed for periods exceeding the normal workday or work week.

**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 and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Office's Los Angeles Office and various locations throughout the State.

**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>