


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Workforce Development Operations Branch Administration and Contracts Unit 
<b>Position Number</b> 201-5393-xxx	<b>Telework Option</b> Hybrid
<b>Classification</b> Analyst II	<b>Working Title</b> Personnel Liaison & Training Coordinator
<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 the direction of the Supervisor I, Administrative and Contracts Unit Manager, the Analyst II serves as the point of contact between the Human Resources and Office of Health Workforce Development (OHWD) program staff; and serves as the training coordinator to program staff as assigned. The incumbent works with OHWD supervisors and managers performing the more responsible, varied, sensitive, confidential, and complex administrative and personnel duties to facilitate recruitment, selection, classification and compensation business processes; review and coordinate legislative and budget changes in staffing; monitor personnel and position control actions; and review inputs to ensure accurate compliance data/reports for management decision making. The incumbent interprets and applies State Civil Services laws, rules, and departmental policies and procedures; drafts policy/procedure revisions; and makes recommendations to management on resolutions to the more complex human resources

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

and/or administrative issues. The incumbent serves as the Training Coordinator for assigned program staff, which includes review, analysis, and monitoring to ensure appropriate training plans are completed. The incumbent in this position may assist with related operational tasks, such as for OHWD contracts for goods and services.

### **Essential Job Functions**

#### **35% Human Resources**

Independently facilitates the business processes with the OHWD program managers on the more complex analytical functions and documentation resulting from budget impacts, legislative proposals, budget change proposals, redirections, and reorganizations requiring requests for personnel action (RPA) packages; and including recruitment (advertising); application reviews; screening criteria development; hiring (minimum qualifications, eligibility); job-related interview questions; interview schedules; appointments, transfers, separations, on-boarding and off-boarding. Review and provide detailed analysis for new/revised position duty statements; justifications for out-of-class assignments, promotions-in-place, hiring above minimum, thirty-day labor requirements, redirections, and reorganizations. Accurately completes personnel documents and ensures compliance with records retention requirements.

**30%** Ensures the timely and efficient coordination of recruitment activities from the development of job-related advertisement, statement of qualifications, and other related materials; continuing through the development of the screening matrices to determine competitive candidates to interview; and ensuring appropriate interview panel materials and instructions are provided to panel members. Reviews hiring panel scoring forms and rating criteria to ensure compliance with merit principles, policies, and procedures. Provides support to hiring managers on onboarding tasks: people movement activities, building/office badge access, network and security access, and may oversee the requests, receipt, inventory, and invoices for supplies and equipment. Review and update onboarding materials; and serve as internal resource to new employees. Develop and maintain vacancy status reports and organizational charts. Provides guidance to candidates through the recruitment, hiring, and appointment phases as appropriate. Monitor and ensure diversity, equity, and inclusion policy and procedures are coordinated and applied throughout the recruitment processes.

#### **20% Training Coordination**

Serves as the Training Coordinator for assigned program staff; and in collaboration with the Operations Finance staff, develop and monitor the annual training plan and budget. Specific training coordinator tasks include but are not limited to monitor requests; track approvals, start and completion dates; and updating records in accordance with HCAI policies and procedures. Develops and maintains the training business processes and all documentation according to records retention requirements; and provides information and assistance to

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

the OHWD staff, supervisors, and managers on policy/procedures. Assists in the development of scopes of work for training contracts, identifies funding sources, and fiscal coding for invoices.

**10% Contracts and Procurement**

Develops information and presentations utilizing PowerPoint, Excel, Visio, or other applications. Assists the OHWD Contract Analyst(s) in the research, development, and review of applicable program contracts for goods and services.

**Marginal Job Functions**

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

**Desirable Qualifications**

- Knowledge of current personnel procedures and matters related to recruitment and hiring
- Proficiency in Microsoft Excel, Word, and Outlook, with the ability to develop and maintain tracking tools, logs, and spreadsheets
- Ability to work with minimal supervision and exercise good judgment in decision-making
- Demonstrated ability to work collaboratively as part of a team and maintain positive working relationships
- Strong customer service orientation and the ability to maintain confidentiality and tact when handling sensitive personnel matters

**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 accommodations.

**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 between 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.

Employee Name	Employee Signature	Date Signed

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

**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>