


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Facility Loan Insurance 
<b>Position Number</b> 441-400-5118-xxx	<b>Telework Option</b> Hybrid
<b>Classification</b> Health Facility Construction Financing Officer	<b>Working Title</b> Supervising Finance Account Manager
<b>Supervision Exercised</b> Directly supervises five professional program staff and one clerical position	<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. HCAI 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, with latitude for independent judgment, the Health Facility Construction Finance Officer supervises, plans, organizes, directs, and coordinates the activities of technical and analytical staff responsible for processing applications for all HCAI Health Financing Programs (Program). Responsibilities include legislative analysis, program budgeting, strategic planning, in addition to direct supervision training, prioritizing workflow, and performance evaluations.

**Essential Job Functions**

- 50% Program Operations and Staff Supervision.**  
 Supervise, organize, and coordinate the activities of financial analysts and account managers overseeing multiple health financing programs (e.g., Cal-Mortgage Loan Insurance Program, Distressed Hospital Loan Program, Small and Rural Hospital Relief Program ). Oversee staff underwriting of new loan applications, ensuring financial analysis of applicant eligibility, solvency, cash flow, and asset valuation. Supervise ongoing portfolio management: quarterly financial reviews, borrower site visits, and compliance with legal terms post-closing. Ensure training and development of staff on all phases of loan origination, construction monitoring, and borrower management. Lead workforce planning by assessing future staffing needs, developing recruitment

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strategies, and ensuring the selection of talent aligned with program growth and HCAI's goals. Oversee onboarding and retention efforts to maintain a high-performing team.

- 30% Strategic Program Development, Legislation, and Executive Support.**  
Assist the Deputy Director in developing and executing operational plans for HCAI's health financing programs. Lead development and analysis of new legislation impacting health financing. Stand up new programs (e.g., Distressed Hospital Small Grant Program), including designing application frameworks and program policies.
- 15% External Relations and Stakeholder Management.**  
Represent HCAI in high-level meetings with the State Treasurer's Office, other state agencies, legislative staff, financial consultants, and healthcare executives. Communicate program updates, results, and policy positions in both formal and informal forums, ensuring alignment with HCAI's strategic goals.

**Marginal Job Functions**

- 5% Other Duties as Assigned.**  
Handle additional assignments critical to HCAI's mission, including special task forces, ad hoc reporting, and internal operational improvements.

**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 computer terminals, and frequent contact with employees and the public. Requires occasional travel, sometimes overnight, by plane, bus, van, taxi, and car, including congested and rural areas. Must be available for meetings anywhere in the State when scheduled, and occasionally on short notice. Standard work schedule is between 8:00 a.m. to 5:00 p.m. Possibility of long working hours exceeding 8 hours that may start before 8:00 am and end after 5:00 p.m. all days of the week including weekends may be required periodically according to workload and special needs of the Health Financing Programs.

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**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>