


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

Employee Name Vacant	Organization Office of Health Workforce Development (OHWD) Behavioral Health and Policy Branch 
Position Number 441-223-5393-xxx	Telework Option Hybrid
Classification Analyst II	Working Title Behavioral Health & Policy Analyst
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date June 2026	Effective Date

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

The Policy Analyst, under the supervision of the Supervisor I in the Behavioral Health and State Workforce Policy Unit, performs analytical, technical, and coordination duties in the development and implementation of broad behavioral health and healthcare policy for the Office of Health Workforce Development (OHWD). The Policy Analyst acts as a subject matter expert on special project teams to support ongoing quality improvement and implementation of OHWD's portfolio of behavioral health and health workforce initiatives. The Policy Analyst works collaboratively with OHWD management to analyze legislation and to make recommendations on revising and/or developing new policies. These tasks may require working with other governmental agencies, the public, and educational institutions throughout California.

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Essential Job Functions

30% Policy Research, Program Consultation, and Workforce Development Support:

Provide policy analysis expertise to the OHWD project teams responsible for administering workforce financial assistance programs, including scholarships, loan repayments, organizational grants, and other program types as needed, with a particular focus on addressing behavioral health workforce needs. Provide technical assistance to OHWD program managers and staff on industry standards for health workforce education and training, including behavioral health professions such as psychiatry, psychology, social work, substance use counseling, and peer support. Conduct independent policy research to determine best practices for health and behavioral health workforce development across industry sources—including private partners, state agencies, federal partners, and other states—and provide actionable recommendations to OHWD project teams for consideration.

30% Health Workforce Research, Policy Analysis, and Legislative Support:

Analyze health workforce and program trends, with a focus on behavioral health in partnership with the OHWD Research and Evaluation Section. Provide subject matter expertise and technical assistance on health workforce and behavioral health policy to other sections in OHWD, California Health and Human Services Agency, and other state partners. Review and interpret new state and federal policies and make recommendations to OHWD management on impact and implementation. Develop and present workforce studies, issue papers, policy analyses, and program analyses. Collaborate with OHWD leadership and staff to develop legislative proposals and budget change proposals in support of health workforce policy initiatives. Track and analyze legislative bills, proposed rules, and other policy proposals that impact the health workforce in California. Collaborate with other state departments in California on joint policy efforts to ensure growth and diversity in California's health workforce, including but not limited to education and training pathways, certification and licensing requirements, and recruitment and retention strategies

25% External Engagement, Communication, and Executive Support:

Attend external workgroups, webinars, and project meetings as needed. Prepare presentation materials, including PowerPoint presentations and talking points for OHWD and HCAI leadership on health workforce and behavioral health policy initiatives. Develop responses and briefing materials for the most sensitive, complex, and urgent inquiries from external partners such as the California Health and Human Services Agency, Department of Finance, Governor's Office, Legislature, private partners, and others as needed.

10% Stakeholder Engagement, Meeting Coordination, and Policy Communication Support:

Plan and coordinate activities and meetings for behavioral health and workforce policy-based stakeholder meetings for OHWD's workforce initiatives. Serve as a primary point of contact for external stakeholders for matters of behavioral health and health workforce policy. Lead workflows for public meeting coordination, including developing agendas, meeting minutes, and presentation materials.

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Document and track stakeholder group follow-up activities, action items, and decisions. Coordinate with the OHWD operations team for stakeholder meeting logistics, including in-person and virtual meetings.

Marginal Job Functions

5% Perform other related duties as required.

Physical Demands

Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required.

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

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.

Supervisor Name	Supervisor Signature	Date Signed