


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

Employee Name Vacant	Organization Office of Technology Services Digital Services Branch Power Platform Section Grants Management Group 
Position Number 441-175-1401-XXX	Telework Option Hybrid
Classification Information Technology Associate	Working Title Power Platform 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 May 2026	Effective Date

Mission and Vision

The Department of Health Care Access and Information (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 six program areas - Affordability, Workforce, Data, Facilities, Financing, and Rural Health.

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 direction of the Information Technology Supervisor II, the incumbent serves as an entry level Power Platform developer within the Grants Management Group (GMG). GMG is a highly skilled technical team consisting of other application developers, business analysts, and project managers within the Power Platform Section (PPS) in the Digital Services Branch (DSB) of the Office of Technology Services (OTS). GMG supports and enhances some of the department's most critical programs which serve California's growing healthcare workforce. GMG develops innovative IT solutions utilizing modern platforms and tools such as Microsoft Dynamics 365, Power Automate, Power Apps, Power BI, DocuSign, Adobe Sign, and other cloud-based apps.

Essential Job Functions

35% Testing and Support

- Fulfill unit/functional testing tasks and provide quality assurance checks throughout the development process

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- Utilize automated testing to streamline regression testing.
- Support user acceptance testing with program staff.
- Respond to and resolve application support tickets submitted to GMG.
- Provide technical assistance and coordinate training opportunities for end-users.
- Create knowledge base articles for end-users that describe how to perform repeatable actions and functions.
- Communicate system changes, outages, and service degradations to end-users.

30% Application Development

- Work within a fast-paced, Agile team of technical and program staff responsible for the IT support, enhancement, and maintenance of HCAI's Microsoft Dynamics 365 and Power Platform environments.
- Assist in the development and innovation of IT solutions that fulfill business needs.
- Assist in the configuration and support of cloud-based Microsoft tools and platforms such as Dynamics 365, Power BI, Power Automate, Power Apps, and SharePoint.
- Assist in the configuration and support of electronic signature tools such as Adobe Sign and DocuSign.
- Utilize programming and scripting languages such as JavaScript and CSS/HTML to achieve desired system functionality.

30% Business Analysis

- Work with project managers, business analysts, and key stakeholders to define business requirements.
- Analyze business requirements and translate into technical specifications.
- Assist in the design of business process flows, workflows, data validations, forms, and user-experience journeys.
- Identify potential risks and propose alternative solutions to meet desired business outcomes.

Marginal Job Functions

- 5%** Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position

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 use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

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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.

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