


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

Employee Name Vacant	Organization Office of Health Workforce Development Operations Branch Project Management Unit 
Position Number 441-221-8338-XXX	Telework Option Hybrid
Classification Health Program Specialist I	Working Title Project Management Specialist
Supervision Exercised N/A	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

Under the general direction of the Supervisor I, Project Management Unit, the Health Program Specialist I (HPS I) in the Operations Branch, Program Delivery and Communications Section, supports complex cross-functional health program projects within the Office of Health Workforce Development (OHWD). The position performs a range of health program administration tasks, including assisting with planning, implementation, evaluation, and monitoring programs and projects. The HPS I supports program leadership and subject matter experts by coordinating program activities, monitoring contracts for compliance, identifying necessary resources, and facilitating collaboration with local, state, federal, and other partners and stakeholders.

Department of Health Care Access and Information Duty Statement

Essential Job Functions

40% Project Support

Provide project coordination and support for more complex cross functional OHWD health program and projects, assisting program leadership with defined tasks and deliverables. Support single or multiple projects of varying complexity by assisting in planning, implementation, evaluation, and monitoring of health programs or projects. Apply established project management methodologies, including defining scope, developing schedules, tracking progress, and supporting risk and issue management practices. Develop work plans that outline and organize the activities and resources necessary for the successful completion of the project. Develop recommendations or process improvements as they relate to project management methodologies. Facilitate communication by coordinating meetings, preparing agendas, taking notes, and tracking action items with internal and external stakeholders. Conduct ongoing risk identification and mitigation, document potential issues, and elevate concerns to project leadership for decision-making and mitigation. Support preparation of project status reports by gathering, analyzing, and summarizing relevant data and updates for leadership. Coordinate health program activities with contract managers, identifying required resources, and supporting the program in working with local, state, federal and private partners and stakeholders. Develop evaluation frameworks to measure project success. Document lessons learned and post-implementation summaries to support continuous improvement. Utilize software tools to assist in successful project execution (e.g. Asana, SharePoint).

30% Relationship Management

Foster and sustain strong relationships with HCAI management, staff, and project stakeholders throughout each stage of the project to ensure timely and accurate project information flow. Collaborate with program leadership in addressing critical and complex issues that arise within assigned programs, ensuring effective solutions are developed and implemented. Communicate proactively with stakeholders to ensure consistency, transparency, and alignment with HCAI values. Contribute to and support the development, implementation, and communication of enterprise-wide project management methodologies and standards to enhance project success and organizational cohesion.

15% Project Consultation

Provide consultation support to OHWD sections overseeing projects that are not under the purview of the Project Management Office. Offer expertise in project management best practices and assist as needed to promote successful project outcomes.

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

10% Project Reporting

Create and deliver reports and presentations that provide comprehensive project updates to state partners and stakeholder groups, ensuring that information is clear, accurate, and tailored to the audience's needs.

Marginal Job Functions

5% Perform other related duties that are within the scope of this classification, 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 HCAI employees and project stakeholders, and mobility to various employee work areas within HCAI. 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

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