

DUTY STATEMENT

Classification: Supervisor II	
Working Title: Stakeholder Engagement Manager	
Program: Office of Communications	
Division: Director's Office	Branch: Office of Communications
Section: Stakeholder and Community Engagement	Unit: Stakeholder Engagement Unit
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: S01	Position Number: 803-050-4801-XXX
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the general direction of the Assistant Deputy Director, Office of Communications (OC) the Supervisor II manages the Stakeholder Engagement Unit and leads development and implementation of stakeholder engagement strategies tailored to diverse Medi-Cal audiences. The Supervisor II provides executive-level leadership and oversees multiple high-profile advisory bodies required by federal regulations (e.g., Access Final Rule) and state law (e.g., Proposition 35). The incumbent ensures compliance with stakeholder mandates, supervises analytical and supervisory staff, and informs policy through structured stakeholder engagement.	
<i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>	

Description of Duties:	
% of Time	Essential Functions
45%	Supervises and trains the Stakeholder Engagement Unit staff to ensure alignment with DHCS policies and program guidance. Oversees staff who are responsible for coordinating, scheduling, and preparing agendas and presentation materials for high-profile stakeholder meetings, including the Medi-Cal Children’s Health Advisory Panel, Stakeholder Advisory Committee, Behavioral Health Stakeholder Advisory Committee, Medi-Cal Member Advisory Committee, Medi-Cal Voices and Vision Council, and the Protect Access to Health Care Act Stakeholder Advisory Committee. Provides direct supervision to analysts and the Supervisor I responsible for member-facing advisory bodies. Ensures OC support for in-person, virtual, and hybrid meetings. Provides oversight of Coverage Ambassadors engagement, supporting the distribution of accurate Medi-Cal information statewide. Provides leadership on communication protocols and engagement strategies.
35%	Develops and manages stakeholder engagement and communications strategies. Implements techniques for effective engagement, refines communication practices, and trains DHCS staff on engagement standards. Leads implementation of federally and legislatively required advisory bodies, ensuring full compliance with state and federal requirements, including transparency, bylaws, membership rules, reporting, and public-posting obligations. Ensures Medi-Cal member voices and perspectives inform meeting content and materials. Supports DHCS announcements and communications campaigns and manages stakeholder databases and listservs.
10%	Oversees development of stakeholder materials, including newsletters, alerts, and public-facing resources. Reviews and approves materials for internal and external dissemination. Ensures communications accurately reflect DHCS policy direction and support public understanding of Medi-Cal access, equity, and benefits.
5%	Conducts special projects or duties as assigned. Maintains records of stakeholder engagement activities and prepares reports as needed. Provides strategic guidance to DHCS leadership on stakeholder insights, risks, and trends affecting major department initiatives.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as assigned, including support during absences or peak workload periods and cross-unit coordination as needed.

Supervision Received: Under General Direction by the (enter supervisor classification):Assistant Deputy Director.**Supervision Exercised: (check all that apply)**☐ Non-Supervisory Classification / None☐ Clerical Staff☒ Analytical Staff☐ Technical Staff☐ Professional Staff☒ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

-Strong leadership and supervisory experience, with the ability to manage teams effectively both in-person and remotely.

-Ability to develop and implement strategic engagement and communication plans that use plain language, are easy to understand, and are culturally and linguistically appropriate.

-Excellent written and verbal communication skills for diverse audiences, with experience working with Medi-Cal members, community organizations, and elected officials.

-Familiarity with Medicaid, Medi-Cal, and other safety-net programs.

-Commitment to equity, inclusion, and engaging historically underserved communities.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing☒ Sitting☐ Kneeling☐ Bending

Travel May be Required:

☒ Occasional☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:

Daniyal Sadeghian Sorkhabi

Analyst Signature:

Daniyal Sadeghian Sorkhabi

Digitally signed by Daniyal Sadeghian Sorkhabi
Date: 2026.07.13 14:12:51 -07'00'

Date:

07/13/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: