

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

Employee Name Vacant	Organization Office of Health Care Affordability Health Systems Compliance 
Position Number 441-609-5393-XXX	Telework Option Hybrid
Classification Analyst II	Working Title Health Care Compliance Analyst
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date 7/20/2026	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 direction of the Assistant Chief Counsel in the OHCA Health System Compliance Branch (OHCA Compliance), the Health Care Compliance Analyst provides general administrative support for the legal and financial staff of OHCA Compliance. The incumbent will handle intake, organization, and status tracking of the material change notices that entities must submit to OHCA for health care mergers and acquisitions and any associated cost and market impact reviews (CMIR); draft communications to entities, assist with vendor contract procurement and invoicing for OHCA's economic expert consultants, provide general support for rulemaking packages submitted to the Office of Administrative Law; support OHCA Compliance with website postings for stakeholders and the general public; support the OHCA Legal Staff in administrative enforcement proceedings for compliance with data collection and the OHCA spending target; and assist in OHCA's coordination with the HCAI Legal Office, the Office of the Attorney General, and other state health care regulators.

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Essential Job Functions

- 35 % CMIR Material Change Transaction E-Portal Intake, Tracking, and Support**
Handle intake and monitoring for the CMIR Material Change Transaction E-Portal system. Perform high-level review of notices of mergers and acquisitions submitted by health care or noticing entities. Support OHCA legal staff in responding to communications to entities. Track assignments by the Chief Counsel or Assistant Chief Counsel to legal and financial staff as well as outside economic expert consultants. Monitor communications from submitters and work with legal staff to respond appropriately. Perform critical task of tracking regulatory deadlines. Coordinate OHCA's responses regarding waivers from review or necessity of full CMIR by OHCA or HCAI staff, external stakeholders, and consultants. Interface with partner agencies as needed. Prepare document requests to submitters to obtain requisite documents and information to process notices and conduct reviews. Assist with internal system testing and reporting, including participating in teams to upgrade features.
- 25% Compliance Support for OHCA Spending Targets and Data Collection**
Provide administrative support for OHCA legal staff in their work to provide compliance support for the OHCA Spending Target Program. Assist OHCA legal and financial staff in drafting compliance communications to health care entities related to data collection. Assist OHCA legal and financial staff with providing input to the Spending Targets branch on technical assistance and performance improvement plans for health care entities to comply with the spending targets. Assist OHCA legal and financial staff with preparing enforcement actions against health care entities who fail to submit data or comply with OHCA's spending target.
- 15% Rulemaking Packages**
Provide general support to OHCA legal staff for rulemaking packages submitted to the Office of Administrative Law. Assist in the compilation, review, and summary of public comments on regulation text.
- 15% Consultant Services Procurement, Invoicing and Tracking**
Provide administrative support for OHCA procurements for expert consultants. Prepare internal forms necessary for solicitations, contracts, and purchase orders. Facilitate internal review of procurement documents and obtain approval of forms. Monitor pertinent deadlines. Communicate with contractor or vendor as necessary. Work with OHCA's administrative services team on tracking invoicing so OHCA can seek reimbursement from entities for CMIR reviews.

Marginal Job Functions

- 10% Miscellaneous**
Assist with scheduling meetings and preparing meeting materials. Track news regarding health care. Communicate with HCAI legal office, the Attorney General, and other regulatory agencies. Assist with gathering documents in response to litigation discovery and Public Records Act requests.

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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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

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