

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

Employee Name Vacant	Organization Office of Health Care Affordability Health System Performance Branch Valued-Based Payment Group 
Position Number 441-607-8336-XXX	Telework Option Hybrid
Classification Health Program Specialist II	Working Title Senior Value-Based Payment Specialist
Supervision Exercised N/A	Location Los Angeles
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date May 13, 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 general direction of the Health Program Manager II of the Value-Based Payment Group, the incumbent is responsible for supporting the development, adoption, and refinement of alternative payment model (APM) adoption goals and standards used by health care payers and providers statewide. Incumbents responsibilities include supporting policy and data analysis and public reporting across the Value-Based Payment Group and Health System Performance Branch. Incumbent collects APM data, conduct research and analysis to monitor APM adoption, and summarize evidence-based practices for implementing APMs. Incumbent will also create compelling data visualizations and summaries of analyses to include in public reports and dynamic dashboards. Build positive relationships with external stakeholders and facilitating internal and external communications is also an integral aspect of this role. This position will further OHCA's mission of promoting equitable, high-quality, and affordable health care in California through the implementation of value-based payment models.

Department of Health Care Access and Information Duty Statement

Essential Job Functions

35% Alternative Payment Model Goals, Monitoring, and Reporting

Leads the development, evaluation, implementation and amendment of strategic initiatives, statewide policies and regulations to increase the proportion of total health care spending delivered through alternative payment models (APMs) and other value-based payment strategies. Directs comprehensive analytic monitoring of APM adoption trends and spending patterns across primary care and behavioral health. Ensures analytical methods are tied to statutory objectives and integrated with broader OHCA program data collection systems. Designs complex analytic models, synthesizes multi-source datasets, and produces expert policy analyses to provide accurate, relevant and complete recommendations. Provides executives with interpretation of policy impacts, system performance, and regulatory implications. Creates and refines dashboards, data visualizations, and analysis summaries to include in the OHCA Annual Report, other public reports, presentations, and memos. Prepares high-level policy options, program strategies, and regulatory recommendations based on statewide data trends, system performance findings, statutory changes, and stakeholder perspectives. Produces briefing materials for executive leadership, legislative bodies, and external partners.

20% Alternative Payment Model Standards

Directs the formal development, adoption, and refinement of APM standards used by payers and providers during contracting to ensure alignment across APMs. Ensures APM standards comply with changing statutory requirements. Conducts expert policy analysis to inform refining the APM standards to focus on affordability, efficiency, equity, and quality. Summarizes analysis and prepares recommended policy actions based on results of analysis. Supports the integration of cost-reducing strategies into APM standards. Summarizes APM standards and policy analysis to include in the OHCA Annual Report, other public reports, presentations, and memos.

20% Stakeholder Engagement and Communication

Initiates and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders. Develops and implements statewide stakeholder engagement strategies. Coordinates structured engagements that directly support regulatory development and refinement. Disseminates best practices through webinars, advanced written guidance, and other forums to support implementation of APM adoption goals. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to refine APM standards and adoption goals. Reviews research, analyses, and best practices with external stakeholders to support monitoring APM adoption. Supports relevant OHCA and HCAI public stakeholder meetings and maintains positive relationships with committee members. Addresses complex interpretive questions, advises on compliance considerations, and ensures consistent statewide understanding of standards.

15% Alternative Payment Model Research

Conducts advanced research to build and maintain expertise in APMs, including following the Health Care Payment Learning & Action Network (HCP-LAN), monitoring models promoted by the Centers for Medicare & Medicaid Services (CMS), and reviewing other emerging literature. Serves as an lead internal subject matter expert on APMs. Stays up to date with research and policy literature related to APMs and translates research findings

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into resources to support payers and providers to achieve OHCA's APM adoption goals. Coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could increase APM adoption and enhance use of cost-reducing strategies.

Marginal Job Functions

5% Program Management

Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals and objectives, and implements changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of non-specialist level team members or Interns.

5% Other Functions

Performs other related duties as required.

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

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Mission and Vision

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General Description

Under the direction of Value-Based Payment Group Manager, you will support the development, adoption, and refinement of alternative payment model (APM) adoption goals and standards used by health care payers and providers statewide. Your responsibilities will include supporting policy and data analysis and public reporting across the Value-Based Payment Group and Health System Performance Branch. You will collect APM data, conduct research and analysis to monitor APM adoption, and summarize evidence-based practices for implementing APMs. You will also contribute to the development of compelling data visualizations and summaries of analyses to include in public reports and dynamic dashboards. Support building positive relationships with external stakeholders and facilitating internal and external communications is also an integral aspect of this role. This position will further OHCA's mission of promoting equitable, high-quality, and affordable health care in California through the implementation of value-based payment models.

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Essential Job Functions

35% Alternative Payment Model Goals, Monitoring, and Reporting

Supports the development, adoption, and refinement of statewide goals aimed at increasing the percentage of total health care spending that is delivered through alternative payment models (APMs) or value-based payment models. Conducts ongoing monitoring of APM adoption and supports monitoring of primary care and behavioral health spending through OHCA's data collection process. Coordinates across the Health System Performance Branch to facilitate APM, primary care, and behavioral health data collection. Supports policy and data analysis, ensuring that analytical products and recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Summarizes analysis and prepares recommended policy actions based on results of analysis. Creates dashboards, data visualizations, and analysis summaries to include in the OHCA Annual Report, other public reports, presentations, and memos. Provides options and recommendations for data visualizations to enhance audience comprehension.

20% Alternative Payment Model Standards

Supports the development, adoption, and refinement of APM standards used by payers and providers during contracting to encourage alignment across APMs. Conducts policy analysis to inform refining the APM standards to focus on affordability, efficiency, equity, and quality. Summarizes analysis and prepares recommended policy actions based on results of analysis. Supports the integration of cost-reducing strategies into APM standards. Summarizes APM standards and policy analysis to include in the OHCA Annual Report, other public reports, presentations, and memos.

20% Stakeholder Engagement and Communication

Engages and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders. Engages stakeholders to learn about their APM strategies and disseminates best practices through webinars, written guidance, and other forums to support implementation of APM adoption goals. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to refine APM standards and adoption goals. Reviews research, analyses, and best practices with external stakeholders to support monitoring APM adoption. Supports relevant OHCA and HCAI public stakeholder meetings and maintains positive relationships with committee members.

15% Alternative Payment Model Research

Conducts research to build and maintain expertise in APMs, including following the Health Care Payment Learning & Action Network (HCP-LAN), monitoring models promoted by the Centers for Medicare & Medicaid Services (CMS), and reviewing other emerging literature. Serves as an lead internal subject matter expert on APMs. Stays up to date with research and policy literature related to APMs and translates research findings into resources to support payers and providers to achieve OHCA's APM adoption goals. Coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could increase APM adoption and enhance use of cost-reducing strategies

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Marginal Job Functions

5% Program Management

Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals and objectives, and implements changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of non-specialist level team members or Interns.

5% Other Functions

Performs other related duties as required.

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.

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Employee Name	Employee Signature	Date Signed

Supervisor Statement

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Supervisor Name	Supervisor Signature	Date Signed