

DUTY STATEMENT

Classification: Analyst II	
Working Title: Compliance Analyst	
Program: Behavioral Health	
Division: Behavioral Health Oversight and Monitoring Division	
Branch: Behavioral Health Network Adequacy Oversight Branch	
Section: Network Adequacy Oversight Section 3	
Unit: Network Adequacy Oversight Unit 6	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 806-472-5393-913
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 direction of a Supervisor I (Unit Chief) in the Network Adequacy Oversight Section (NAOS) 3, Unit 6, the Analyst II serves as a Compliance Analyst for the Department of Health Care Services (DHCS) Behavioral Health (BH) network adequacy program, and as a liaison between DHCS, county Behavioral Health Delivery Systems ("delivery systems"), and stakeholders. The Compliance Analyst will work with minimal direction using the manuals, protocols, policies and procedures of NAOS, the Behavioral Health Network Adequacy Oversight Branch (BHNAOB), and the Behavioral Health Oversight and Monitoring Division (BHOMD) to complete tasks, assignments, and projects and may serve as a lead in providing network adequacy process guidance to others. The Compliance Analysts conducts monitoring activities assessing the compliance levels of delivery systems with Network Adequacy and Timely Access (collectively "network adequacy") standards and requirements set forth in federal and state regulations, California statutes, contractual requirements, and DHCS policy, and recommends appropriate enforcement actions and next steps. The Compliance Analyst serves as a subject matter generalist and provides recommendations and reports for the development of strategies and processes to enhance statewide availability and accessibility of services and network adequacy.	

Job Summary (cont):

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.

Description of Duties:	
% of Time	Essential Functions
30%	Independently review and analyze the network adequacy certification status of delivery systems, or the compliance status of delivery systems with network adequacy requirements, and either develop recommended enforcement actions pursuant to DHCS policy or provide consultation, direction, and technical assistance regarding the certification or compliance status as appropriate. Review and analyze the corrective action plans submitted by delivery systems to address deficiencies and track progress towards reconciliation. Develop and recommend enhanced monitoring plans and other reports or statistics to track and continuously monitor the status of unresolved deficiencies. Complete the day-to-day workload associated with the "Medicaid Program; Medicaid and Children's Health Insurance Program (CHIP) Managed Care Access, Finance, and Quality Final Rule," at the direction of program leadership, which includes, but may not be limited to, coordinating electronic provider directory reviews and reconciliation, remedy plans, secret shopper determinations, and payment rate reviews.
25%	Respond to inquiries and provide technical assistance for network adequacy requirements and DHCS policies and procedures. Lead, facilitate, or participate in scheduled task forces, workgroups, and meetings, including enhanced monitoring meetings, to continuously monitor the status of delivery systems to receive and develop updates. Lead, facilitate, or participate in presentations of network adequacy certification or compliance matters and lead, coordinate, develop, or assist in causing to develop, presentations and training activities for internal and external stakeholders.
20%	Develop, maintain, and update standardized templates and tools to collect the data and documentation necessary to assess compliance with network adequacy standards, recommend enforcement actions, and track enhanced monitoring activities. Use these templates and tools to provide status and progress updates, reports, and develop targeted communications and technical assistance for delivery systems to facilitate progress towards the reconciliation of unresolved deficiencies.
20%	Provide consultation and technical assistance in the review, interpretation, and implementation of network adequacy standards and requirements and their associated federal and state regulations, statutes, and policies. Support the research, development, implementation, and revision of DHCS policies and procedures, regulations, statutes, program methodologies, and processes.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as assigned.

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor I _____.

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:**

Excellent verbal and written communication skills

Strong analytical skills

Strong interpersonal skills

Exceptional time management and organizational skills

Proficiency using office software such as Microsoft Excel, Outlook, PowerPoint, and Word

Adaptable to shifting priorities, requirements, and deadlines

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: 2026.08.17 10:29:06 -07'00'

Date:

08/17/2026

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: