

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

Employee Name Vacant	Organization Office of Health Workforce Development Operations Branch Administrative and Contracts Unit 
Position Number 441-221-5393-xxx	Telework Option Hybrid
Classification Analyst II	Working Title Administrative and Contracts Analyst
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date	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 Supervisor I, Administrative and Contracts Unit Manager, the Analyst II independently performs a variety of analytical and administrative duties in support of the Office of Health Workforce Development (OHWD). The Analyst II conducts research and analysis, and coordinates the development, review, and processing of contracts, solicitations, and procurement documents, ensuring compliance with applicable rules, laws, regulations, policies, procedures, and timelines. The Analyst II provides administrative support for officewide operational needs through coordination, issue resolution, and activities that support the effective functioning of OHWD. In addition, the Analyst II contributes to operational process improvement efforts and serves as a back-up liaison for personnel-related activities. The Analyst II independently tracks and monitors assignments, maintains organized records, and serves as the point of contact for program staff by responding to routine inquiries. The

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position requires the ability to analyze information, maintain multiple and competing priorities, apply established guidelines, exercise sound judgement, and communicate effectively with internal and external partners.

Essential Job Functions

45% Contracts and Procurement

Coordinates and independently performs analytical and administrative activities related to the development, review, and processing of contracts, solicitations, and procurement documents in support of OHWD. Reviews proposed contract packages for completeness, accuracy, compliance, and consistency with applicable requirements; identifies missing or conflicting information and works with program staff and internal partners to resolve issues. Performs research using the State Contracting Manual (SCM), State Administrative Manual (SAM), legislation, and HCAI Procurement and Contract Services (PCS) policies and procedures to support compliance with applicable state and federal laws, regulations, policies, and procedures. Coordinates with OHWD staff and other internal partners to obtain required approvals, follow up on outstanding items, and support the contract lifecycle. Serves as a resource to program staff by providing guidance regarding contracting and procurement processes, requirements, and status. Maintains assigned workload in a well-organized manner through Asana, contract tracking logs, and organized contract files, including correspondence, approvals, and supporting documentation. Monitors assigned workload and follows up on pending items as needed to support timely processing and completion of assignments. Analyzes contract-related issues, evaluates available information, and recommends appropriate next steps or elevates complex or sensitive matters to the Supervisor I for direction.

35% Administrative Operations and Process Improvement

Independently performs analytical and administrative activities that support process improvement efforts by gathering and evaluating information, soliciting staff input, and identifying opportunities to streamline, standardize, or automate processes and procedures. Leads and participates in process improvement initiatives by analyzing and documenting existing workflows, refining processes and procedures, developing new processes and procedures, and supporting the implementation of revised processes. Develops, maintains, and updates desk procedures, job aids, and other internal guidance materials in SharePoint to ensure consistency and continuity of operations. Maintains tracking tools, logs, and shared resources used to monitor assignments, workflow status, and operational activities. Reviews documentation for completeness, accuracy, and consistency; identifies process gaps or recurring issues; and develops recommendations and elevates matters to management as appropriate.

15% Human Resources

Serves as a back-up liaison between OHWD and the Office of Administrative Services (OAS) on personnel-related matters. Coordinates, reviews, and

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monitors assigned Request for Personnel Actions (RPA) package transactions for OHWD to ensure all required documentation is complete, accurate, and in compliance with established policies and procedures. Identifies missing or inconsistent information and follows up with hiring managers and program staff to obtain necessary corrections. Maintains tracking logs and monitors the status of assigned personnel transactions, providing regular updates to internal partners. Supports recruitment-related activities including reviewing duty statements for completeness, verifying position details, and supporting job postings. Responds to personnel-related questions by researching, consulting, and collaborating with necessary parties. Identifies issues or discrepancies and elevates complex or sensitive matters to the Supervisor I for guidance or resolution.

Marginal Job Functions

5% 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 accommodations.

Working Conditions

Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public. 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

**Department of Health Care Access and Information
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Employee Name Vacant	Organization Office of Health Workforce Development Operations Branch Administrative and Contracts Unit 
Position Number 441-221-5157-xxx	Telework Option Hybrid
Classification Analyst I	Working Title Administrative and Contracts Analyst
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
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Mission and Vision

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General Description

Under the supervision of the Supervisor I, Administrative and Contracts Unit Manager, the Analyst I performs a variety of analytical and administrative duties in support of the Office of Health Workforce Development (OHWD). The Analyst I assists with the research, analysis, development, review, and processing of less complex contracts, solicitations, and procurement documents, ensuring compliance with applicable rules, laws, regulations, policies, procedures, and timelines. The Analyst I provides general administrative support for officewide operational needs by assisting with routine coordination, issue resolution, and activities that support the effective functioning of OHWD. In addition, the Analyst I supports operational process improvement efforts and serves as a back-up support for personnel-related activities. The Analyst I tracks and monitors assignments, maintains organized records, and serves as the point of contact for program staff by responding to routine inquiries. The position requires the ability to

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maintain multiple assignments, apply established guidelines, and communicate effectively with internal and external stakeholders.

Essential Job Functions

45% Contracts and Procurement

Coordinates and assists with the development and processing of contract, solicitation, and procurement documents in support of OHWD. Assists program staff with preparing contract packages by gathering required documentation, reviewing materials for completeness and accuracy, and helping ensure established timelines are met. Performs research using the State Contracting Manual (SCM), State Administrative Manual (SAM), and HCAI Procurement and Contract Services (PCS) policies and procedures to support compliance with applicable state and federal laws, regulations, policies, and procedures. Coordinates with OHWD staff and other internal partners to obtain required approvals, follow up on outstanding items, and support the contract development process. Responds to routine contract and procurement related inquiries by providing status updates and general guidance to program staff and stakeholders. Maintains contract tracking logs and organized contract files, including correspondence, approvals, and supporting documentation. Monitors assigned workload and follows up on pending items as needed to support timely processing and completion of assignments. Identifies issues or discrepancies and brings them to the attention of the Supervisor I for guidance or resolution.

35% Administrative Operations and Process Improvement

Supports process improvement efforts by gathering information, organizing input from staff, and helping to identify areas where procedures can be streamlined, standardized, or automated. Participates as a team member in process improvement initiatives by assisting with documenting current workflows, drafting updated procedures, and supporting the implementation of revised processes. Helps maintain and update desk procedures, job aids, and other internal guidance materials in SharePoint and Asana to ensure consistency and continuity of operations. Maintains tracking tools, logs, and shared resources used to monitor assignments, workflow status, and operational activities. Reviews information for completeness and accuracy and brings discrepancies or process gaps to the attention of management.

15% Human Resources

Serves as a back-up liaison between OHWD and the Office of Administrative Services (OAS) on personnel-related matters. Reviews and monitors the less complex Request for Personnel Actions (RPA) package transactions for OHWD to ensure all required documentation is complete, accurate, and in compliance with established policies and procedures. Identifies missing or inconsistent information and follows up with hiring managers and program staff to obtain necessary corrections. Maintains tracking logs and monitors the status of

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assigned personnel transactions, providing regular updates to internal stakeholders. Assists with recruitment-related activities including reviewing duty statements for completeness, verifying position details, and supporting job postings. Responds to personnel-related questions by researching, consulting, and collaborating with necessary parties. Identifies issues or discrepancies and brings them to the attention of the Supervisor I for guidance or resolution.

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Supervisor Statement

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Supervisor Name	Supervisor Signature	Date Signed