

**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 441-221-4800-XXX	Telework Option Hybrid
Classification Supervisor I	Working Title Administrative and Contracts Unit Manager
Supervision Exercised Directly supervises administrative and professional staff	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date August 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

The Supervisor I serves as the Administrative and Contracts Unit Manager within the Administrative and Contracts Unit of the Office of Health Workforce Development (OHWD), Operations Branch. Directly reports to the Supervisor II, Administrative and Fiscal Operations Section Chief. The incumbent manages administrative operations, contract planning and monitoring, ensures compliance with state and federal requirements, and serves as the primary liaison to internal partners such as the Office of Administrative Services (OAS), and Office of Technology Services (OTS), and coordinates responses to control agencies, including the Department of General Services (DGS), Department of Finance (DOF), California Health & Human Services Agency (CalHHS), the Legislature, and departmental partners. The Supervisor I also leads the development of standard operating procedures and tracking tools to promote transparency and efficiency. In addition, the incumbent provides guidance to OHWD

Department of Health Care Access and Information Duty Statement

management on staff performance, training, and personnel practices, and supports resource allocation decisions through data-driven analysis and reporting.

Essential Job Functions

30% Contracts Management

Manage OHWD procurement and contracting operational workflows. Ensure fiduciary and contractual accountability and compliance. Collaborate with OAS to ensure timely processing of contract and procurements processing and reporting. Act as liason with OAS and OTS on solicitations, contract development and execution, contract amendments, and procurements. Provide contract and procurement technical assistance to program managers and provide consultation on complex contractual issues. Coordinate responses to control agencies, including DGS, DOF, CalHHS, the Legislature, and departmental partners. Implement and communicate operational policies and procedures with OHWD managers and staff.

30% Human Resources Management

Manage OHWD human resources workflows, including new recruitments, new employee onboarding, reclassifications, organizational charts, and people movement. Prepare and/or review OHWD hiring and recruitment packages and facilitate the recruitment and selection process in partnership with OHWD managers. Monitor position vacancies and report on vacancy rates. Oversee the training coordination process, including creation of plans and processes, division-wide training, core competencies, discretionary training, and related budgets. Implement and communicate operational policies and procedures with OHWD managers and staff. and related budgets. Implement and communicate operational policies and procedures with OHWD managers and staff.

25% Staff Oversight and Development

Provide day-to-day supervision of unit staff. Monitor staff's adherence to state, federal, department, and OHWD policies. Monitor employee performance and provide staff with ongoing performance feedback, guidance, coaching, and training. Oversee, guide, direct, review, and monitor staff's workload and assignments. Facilitate work-related training based on staff annual performance reviews. Ensure performance management procedures are followed and staff evaluations are prepared and discussed with staff in a timely and meaningful manner. Review and approve merit salary increases based on employee performance. Oversee preparation, review, and approval of hiring and recruitment packages. Ensure compliance with Bargaining Unit agreements, hiring

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

practices, policies, and procedures. Ensure the effectiveness of staff communication, continuous learning, and development strategies.

10% Operations Improvement

Oversee operational quality improvement efforts by leading process mapping and process documentation sessions. Develop and maintain an OHWD catalog of operational resources for managers and staff. Consult with managers on opportunities to increase operational efficiency and propose recommendations to OHWD leadership.

5% Other Duties as Assigned

Performs other related duties that are within the scope of this classification, 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