

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

Employee Name Vacant	Organization Office of Health Workforce Development (OHWD) Behavioral Health and Policy Branch Health Workforce Policy Section A 
Position Number 441-211-4801-XXX	Telework Option Hybrid
Classification Supervisor II	Working Title Chief, Health Workforce Behavioral Health & Policy Section
Supervision Exercised Supervisor II directly supervises two Supervisor I and a Health Program Specialist II; indirectly supervises four Health Program Specialist I, two Analyst II, and may oversee various consultants.	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Establish Date July 1, 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 Manager II, Branch Chief, Behavioral Health & Policy the Supervisor II is responsible for the policy development and coordination of behavioral health and policy workforce initiatives. The incumbent in this position oversees programs that support and strengthen recruitment/retention and training resulting in a diverse, qualified, culturally competent behavioral health and state workforce to meet current and future needs throughout California; development of strategies and processes to meet current and future needs throughout California; and providing a consistent framework and approach to behavioral health and state policy, legislative analysis, and program planning. The Supervisor II is a member of the OHWD leadership team; actively

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participates in the development and implementation of the strategic direction in alignment with the HCAI mission, vision, and goals; and collaborates with the OHWD Senior Policy Advisor, Branch Chiefs, Executive Office staff on process improvements for California's health workforce.

Essential Job Functions

30% Policy Analysis and Development:

Oversee the analysis of the behavioral health and state workforce and program trends, and coordinate and develop studies and/or issue papers to inform the HCAI advisory body and executive management decisions, governmental agencies, and/or the public. Liaise with the OHWD Research and Evaluation Branch to ensure all analyses are supported by data and developed metrics clearly inform/describe policy decisions; and liaise with Legal Office staff for legal opinions. Duties include the research and development of issue papers, reports, and presentations; provide information to clarify the health workforce industry; and recommend for program changes, or the development of new programs. Work in close coordination with the Operations Branch leadership to review planned activities, assess policy implications, and recommend adjustments to maintain compliance and alignment with organizational goals. Oversee analysis of existing behavioral health and state statutes, regulations, policies, standards, and procedures to assess legislative impact on OHWD programs. Consult with appropriate program, technical, research, and fiscal staff to prepare legislative analysis. Collaborate with the Branch Chief, Senior Policy Advisor, and Executive leadership to support the development of policy recommendations from the Health Workforce Education and Training Council.

20% Health Program Planning and Development:

Oversee new behavioral health and state development, including establishing objectives, standards, guidelines, procedures, and program documentation. Coordinate with the Grants Management Sections to implement the related program infrastructure, including grant guides, applications, analysis, and reporting; and with the Research and Evaluation Branch to implement data collection, reporting, fact sheets, surveys, and program assessment and evaluation tools. Partner with the OHWD Project Management team to develop program design and development plans, timelines, goals, and objectives. Partner with the Senior Policy Advisor, and Branch Chief to implement new and approved statewide policy initiatives, such as the creation of new programs, professions, standards, and education and training requirements.

15% Strategic, Operational, and Business Planning:

Develop, review, and update behavioral health and State policies and procedures, ensuring consistency with best practices, legal requirements, and organizational goals. Oversee policy rollouts in collaboration with operational teams. Direct business planning activities, including budget planning, funding proposals, and resource prioritization, to ensure policy initiatives are actionable, sustainable, and aligned with operational capacity. Collaborate with the Operations team to monitor

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and improve the operational workflows of the office, ensure all the sections' reporting requirements are met, and complete operational drills related to budgets, accounting, contracts, procurements, and human resources. Present key legislative and regulatory changes to OHWD managers and staff for the purpose of business and operational planning.

15% Coordination, Collaboration, and Representation:

Represent the department on interagency committees, task forces, and advisory groups focused on workforce issues as assigned. Provide and review content needed for collaborative meetings, including executive leadership, external stakeholders, and public meetings. Develop and make formal presentations regarding workforce studies and products during specialized meetings, conferences, and focus group sessions. Provide subject matter expertise and technical assistance to stakeholders (i.e., government agencies, employers, advisory and advocacy groups) on health workforce policy. Engage with educational institutions, professional boards, provider organizations, tribal governments, and community-based organizations to align efforts and leverage resources. Facilitate advisory groups and convene stakeholder forums to collect input and share best practices.

15% Staff Oversight and Development:

Plan, organize, and direct the work of staff; provide leadership and direction to ensure high-quality performance, professional growth, and accountability across the teams. Conduct regular coaching, evaluations, and development planning to enhance staff competencies and support career progression. Ensure clear communication of expectations, deliverables, and timelines to all team members. Oversee the preparation of hiring and recruitment packages and ensure hiring and recruitment are done according to HCAI policies. Monitor staff's adherence to state, departmental, and programmatic policies. Monitor employee performance and provide guidance on supervisory best practices to any subordinate managers. Prepare and review probationary reports and annual performance reviews.

Marginal Job Functions

5% Perform other duties as assigned.

Physical Demands

Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department. Some travel may be required. Must be able to be contacted after normal business hours of 8:00 a.m. to 5:00 p.m.

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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