

DUTY STATEMENT

Employee Name:	Position Number: 580-810-5402-XXX
Classification: Analyst III	Tenure/Time Base: Perm/Full-Time
Working Title: Regulation Writer	Work Location: Sacramento
Collective Bargaining Unit: BU1	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: CHCQ/Public Policy & Prevention	Branch/Section/Unit: Regulation Development Branch/Regulation Writing Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as a subject matter expert on health facility licensing regulation issues. The Incumbent is responsible for the research, analysis, drafting and overall development of regulation packages for licensing health care facilities. The position requires the application of public health models, health care program design, and delivery principles of proposed regulation development for the Center for Health Care Quality (Center). The incumbent works with issues of extreme sensitivity with statewide importance and is integral to the Center's mission.

The incumbent works under the general direction of the Supervisor II.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Reviews, evaluates, and makes recommendations to executive management on regulations for CHCQ to help ensure they are accurate, complete, comply with related mandates and standards, and are consistent with department goals. Take necessary action and communicate sensitive regulations updates to appropriate departments and stakeholders. Engages with CHCQ and other department leadership to ensure regulations/policies align with departmental goals. Provides expert guidance to executive leadership.

Serves as primary point of contact on regulation inquiries and provides consultative guidance to Analyst II within the regulation branch, and stakeholders on regulations. Coordinates with Analyst II on the development of large, complex and politically sensitive regulation packages in conformity with department policies and the California American Procedures Act (APA) requirements for adopting, amending and repealing regulations. Serve as a regulations subject matter expert for CHCQ and will maintain an in-depth knowledge of CHCQ's complex intricacies and sensitivities. Make independent decisions on data driven policy using both research and stakeholder feedback while drafting complex regulatory text.

- 35% Leads regulation development projects and provides expert guidance to executive leadership and stakeholders. Leads and performs independent research and analysis of statutory program requirements. Be the lead consultant with other department program leads as well as external and internal subject matter experts to adopt, amend, recommend, and repeal complex and sensitive regulations. Determine the need for regulatory action in response to new legislation or regulatory changes. Review written and verbal public comments to determine if any text changes are needed and respond to inquiries from the public on department regulations. Use professional judgement to identify policy issues before they arise and make policy decisions in alignment with the Department's, Agency's and the Administration's policy agenda.
- 15% Represents CHCQ in meetings with stakeholders, and other departments, ensuring clear communication of departmental priorities. Coordinates and facilitates pre-notice stakeholder meetings. Serves as the project manager for the Rulemaking Project Teams (RPT) to ensure that executive level and Office of Regulations reviews are completed accurately and timely, and monitor progress, identifies and addresses obstacles with CHCQ executive management on regulation packages being developed. Performs additional research and rewrites

regulations as needed. Prepare project management plans incorporating statutorily required regulation deadlines. Provides alternative recommendations as appropriate. Independently leads and prepares high visibility presentations and reports for management, stakeholders, departments and other regulation-based analytical staff work, and administrative assignments, which include program policies and procedures.

- 10% Translates complex statutory requirements into program concepts and formal regulations. While drafting regulations for other CHCQ areas, leads and guides program staff with understanding the purpose of regulations, the difference between statutes and regulations, and how to avoid underground regulations while addressing appropriate regulatory roles, rights, responsibilities, and enforcement options. Assists in the development and documentation of internal procedures.

Marginal Functions (including percentage of time)

- 5% Perform other work-related duties as assigned. The incumbent assists team members and works on assigned special projects as needed; attends various meetings as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: DS

Date: 8/25/26