

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

Employee Name Vacant	Organization Office of Health Information Data Exchange Framework DxF Program 
Position Number 441-513-4802-XXX	Telework Option Hybrid
Classification Manager II	Working Title Assistant Program Director
Supervision Exercised Supervises two Supervisor II's and their subordinate staff.	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date July 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 State of California recognizes the safe and secure exchange of health information as vital to improving health outcomes and reducing health care expenditures for all Californians. Working with a wide spectrum of stakeholders, the Administration has established a Data Exchange Framework (DxF): the policy and governance function overseeing the secure exchange of health and social service information across the state. The program also administers a set of operational programs directed towards supporting participants in meeting their obligations.

Under administrative direction of the DxF Program Director, CEA B, the Manager II leads the development of the DxF and its associated programs. This incumbent will work independently on and manage all core policies, governance models, and strategies for impact measurement and participant engagement. In addition to program leadership, this role will involve shaping the

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program strategy, supervising and developing program staff, and providing oversight of administrative, fiscal, and contract management functions.

Essential Job Functions

45% Program Leadership and Oversight:

Provide strategic oversight of all core DxF workstreams to ensure implementation aligns with statutory, policy, and governance requirements, while reviewing workplans and offering direction on proposed policy or regulation changes, communication strategies, accountability measures, web-application feature development, and overall programmatic oversight. Direct and review program operations to ensure staff follow established program, departmental, and state procedures and escalate issues appropriately. Oversee the Program's Management Office by monitoring team performance and tracking program spend, and act on behalf of the DxF Program Director in their absence, including exercising delegated authority to make independent decisions regarding program activities.

15% Strategy Management

Assess operational data, performance indicators, and analytic outputs to inform the program's strategic direction, while reviewing reports, briefings, and presentations prepared for executive leadership and partner agencies to ensure clarity, accuracy, and alignment with program priorities. Develop strategic plans and key performance indicators as directed, contributing to a structured framework for monitoring progress, measuring impact, and guiding long-term program decision-making.

15% Staff Supervision and Development

Provide coaching, mentoring, training, and work performance evaluation for DxF supervisors. Review and approve work products and recommendations before they are elevated to executive leadership or shared with external stakeholders. Delegate and assign work to staff as appropriate.

10% Administrative, Fiscal, and Contract Management Oversight

Provide high-level oversight of DxF fiscal planning and administrative operations, ensuring that financial and operational activities align with program priorities and statutory requirements. Direct staff in preparing, reviewing, and refining Budget Change Proposals, position requests, legislative analyses, and fiscal analyses to support effective decision-making and resource management. Oversee the development, execution, monitoring, and amendment of DxF contracts, maintaining compliance, fiscal integrity, and alignment with program goals.

10% Stakeholder Coordination & External Engagement

Provide direction to the DxF Advisory Committee and its associated workgroups, ensuring coordinated efforts and progress toward program objectives. Lead cross-agency and association convenings to maintain alignment among partners and support collaborative decision-making. Represent the DxF in external meetings and conferences, engaging with

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participants and stakeholders to communicate program priorities, gather insights, and strengthen partnerships.

5% Marginal Job Functions

Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position

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 accommodation.

Working Conditions

Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

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