

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

Employee Name Vacant	Organization Office of Health Information Data Exchange Framework DxF Program Engagement & Accountability Section 
Position Number 441-513-4801-XXX	Telework Option Hybrid
Classification Supervisor II	Working Title Engagement & Accountability Supervisor
Supervision Exercised Supervises two Supervisor I's and 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 the general direction of the Manager II, the Supervisor II directs the program's participant engagement, governance, and accountability initiatives under the direction of the Assistant Program Director. In addition to managing program strategy and direction, the role involves managing stakeholder coordination and external engagement efforts, supervising and developing program staff, and providing oversight of administrative, fiscal, and contract management functions.

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Essential Job Functions

40% Program Management:

Manage several DxF workstreams to ensure implementation aligns with statutory, policy, and governance requirements, while reviewing program area workplans to assess communication strategies, proposed onboarding and implementation materials, and accountability measures. Additionally, manage and develop program operations by ensuring staff follow established procedures and appropriately escalate issues, and support the Program's Management Office by monitoring team performance and spend to maintain effective and efficient program execution.

25% Stakeholder Coordination & External Engagement

Manage the facilitation of the DxF Advisory Committee and its associated workgroups, ensuring effective coordination and progress toward program goals. Support cross-agency and association convenings by aligning partners with program objectives and maintaining consistent communication and collaboration across stakeholder groups.

20% Staff Supervision and Operational Management

Supervise DxF program staff through effective workload planning, assignment oversight, coaching, mentoring, and performance evaluation, ensuring clarity of expectations and consistent professional development. Review and approve staff work products, analyses, reports, and recommendations prior to their elevation to leadership or external stakeholders, maintaining high standards of quality, accuracy, and alignment with program objectives.

10% Administrative, Fiscal, and Contract Management Oversight

Support DxF fiscal planning and administrative operations by contributing to the development, preparation, review, and refinement of Budget Change Proposals, position requests, legislative analyses, and fiscal analyses. Additionally, develop, execute, monitor, and amend contracts essential to associated program areas, ensuring alignment with program needs, fiscal requirements, and operational priorities.

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

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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