

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

Employee Name Vacant	Organization Office of Health Information Data Exchange Framework DxF Program Policy & Core Services Unit 
Position Number 441-513-4801-XXX	Telework Option Hybrid
Classification Supervisor II	Working Title Policy & Core Services Supervisor
Supervision Exercised Supervises Research Data Specialist I's, Health Program Specialist II's, and Analysts.	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 general direction of the Assistant Program Director, the Supervisor II will direct the development of DxF policy and core operational programs intended to help participants meet their requirements. This incumbent will work independently on and manage several DxF program areas including Policy, Impact Measurement, the QHIO program, and the Participant Directory. In addition to managing program strategy and direction, the role involves overseeing the program's key

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

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 proposed policy or regulation changes, Participant Directory feature development, and overall QHIO program strategy. Manage and develop program operations by ensuring staff follow established procedures and appropriately escalate issues. Support the Program's Management Office by monitoring team performance and program spending, contributing to effective oversight and operational consistency.

25% Impact Measurement

Develop strategy for measuring the performance of the program's policy and operational services, ensuring that evaluation methods effectively capture progress and impact. Assess operational data, performance indicators, and analytic outputs to inform program direction and support evidence-based decision-making. Prepare and review reports, briefings, and presentations for leadership and partner agencies, ensuring materials are accurate, clear, and aligned with overarching program objectives.

20% Staff Supervision and Operational Management

Supervise DxF program staff, including workload planning, assignment oversight, coaching, mentoring, and performance evaluation. Review and approve staff work products, analyses, reports, and recommendations before they are elevated to leadership or external stakeholders.

10% Administrative, Fiscal, and Contract Management Oversight

Support DxF fiscal planning and administrative operations by contributing to the preparation, review, and refinement of Budget Change Proposals, position requests, legislative analyses, and fiscal analyses. Develop, execute, monitor, and amend contracts critical to associated program areas, ensuring that each agreement aligns with program priorities, complies with requirements, and supports effective operational execution.

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

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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