

**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 Unit 1 Health Policy Unit 1	
Position Number 411-301-8338-XXX	Telework Option Hybrid	
Classification Health Program Specialist I	Working Title Behavioral Health & Policy Specialist	
Supervision Exercised N/A	Location Sacramento	
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒	
Revision Date	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

Serves as an independent and highly skilled subject matter expert and technical program consultant in behavioral health and state policy. Provides consultation, technical assistance, and coordination in the planning, development, and implementation of comprehensive healthcare workforce policies. Works on issues of significant sensitivity and complexity, often requiring collaboration with governmental agencies, public and private educational institutions, and employers across California.

Department of Health Care Access and Information
Duty Statement
Proposed

Essential Job Functions

- 30% Legislative Analysis and Guidance for Behavioral Health Workforce Programs:**
Conduct in-depth analysis of existing statutes, regulations, policies, standards, and procedures to evaluate their legislative impact on OHWD programs, with an emphasis on behavioral health workforce development. Collaborate with program, technical, research, and fiscal staff to develop thorough legislative analyses. Provide guidance to internal stakeholders regarding the implications and outcomes of proposed and enacted legislation affecting OHWD programs, particularly those related to behavioral health. Prepare clear and well-structured bill analyses and reports that articulate key behavioral health issues. Review and revise draft legislative reports to ensure accuracy, clarity, and readiness for management approval.
- 20% Monitor Regulatory Processes:**
Monitor and manage the development and compliance review of regulations, including those related to behavioral health. Analyze existing statutes, regulations, policies, standards, and procedures to develop regulatory recommendations for management consideration. Coordinate with HCAI management, legal staff, the Office of Administrative Law, and other state entities to ensure regulatory alignment and compliance. Identify and engage stakeholders impacted by proposed regulations. Evaluate fiscal and programmatic impacts of regulatory changes. Schedule and facilitate internal and external meetings; prepare and maintain accurate meeting agendas and minutes. Participate in the development and preparation of budget change concepts and proposals.
- 15% Policy Studies and Issue Papers:**
Conduct analysis of healthcare and behavioral health workforce programs to develop policy studies and issue papers that inform decision-making by HCAI advisory bodies, executive leadership, governmental agencies, and the public. Collaborate with the Office of Health Workforce Development (OHWD) Research and Evaluation team to ensure analyses are data-driven and evidence-based. Coordinate with the HCAI Legal Office to obtain legal opinions as needed. Issue papers may address topics such as clarification of behavioral health and healthcare workforce trends, recommendations for program modifications, or the development of new workforce initiatives.
- 10% Coordination, Collaboration, and Representation:**
Represent the Department of Health Care Access and Information (HCAI) on workforce stakeholder committees, and hoc groups, work teams, and task forces, as assigned. Prepare and deliver presentations and facilitate meetings to support effective collaboration and information sharing among internal and external stakeholders.

Department of Health Care Access and Information
Duty Statement
Proposed

10% Program Site Visits:

Plan, coordinate, and conduct site visits to assess Office of Health Workforce Development (OHWD) program participant compliance with contractual requirements and approved protocols. Maintain comprehensive knowledge of OHWD programs and collaborate with the Grant Management unit to identify potential contract issues prior to site visits. Prepare documentation and summarize findings in formal site visit reports.

Health Program Planning, Development, and Implementation:

10% Coordinate with the Grant Management unit to support the implementation of new behavioral health and healthcare workforce development programs. Assist in the development of program work plans, budgets, objectives, evaluation plans, standards, guidelines, and procedures. Collaborate with the Grant Management team to establish program infrastructure, including grant guides, applications, analysis tools, and reporting mechanisms. Work with the Research and Evaluation unit to implement data collection strategies, reporting tools, surveys, fact sheets, and program assessments. Develop and execute outreach plans to support program launch and engagement.

Marginal Job Functions

5% Other Duties as Required:

Perform other related duties as assigned, consistent with the scope and level of responsibility of the position, to support the mission and objectives of the Department of Health Care Access and Information (HCAI).

Physical Demands

Must be able to perform the essential functions of this position, with or without reasonable accommodation.

Working Conditions

This position requires the use of a telephone and computer, frequent interaction with employees and the public, and the ability to move throughout employee workspaces and other areas within the Department of Health Care Access and Information (HCAI). Occasional travel may be required.

Department of Health Care Access and Information
Duty Statement
Proposed

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