

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

Employee Name	Organization Office of Statewide Hospital Planning and Development Office Support Section Record Management and Reporting Unit 
Position Number 441-445-5157-XXX	Telework Option Hybrid
Classification Analyst I	Working Title Analyst I
Supervision Exercised None	Location 1045 National Drive, Sacramento, CA 95834
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date May 13, 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

Under general direction of the Supervisor I, the Analyst I assists in the maintenance of official health care facility construction project files (hard copy and electronic), assets inventory control, and administrative support to the Office of Statewide Hospital Planning and Development (OSHPD).

Essential Job Functions

- 25%** Examines all electronic documents and verify naming conventions prior to uploading materials into OSHPD's eSP database, ensuring accuracy and consistency across records. This includes recycling corresponding paper documents once digital versions are confirmed. Serves as the lead to the warehouse staff in verifying the operational status of facilities and trains staff on proper procedures for scanning and uploading documents and roll plans into the eSP database and Azure Cloud Storage, including developing and

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maintaining weekly progress reports, presenting findings to the Records Management and Reporting Unit Supervisor, and performing quality control audits by comparing physical records with their digitized counterparts. Ensures data integrity across multiple databases to maintain continuous accuracy and serves as the Records Management Coordinator (RMC) and State Records Center (SRC) liaison on a monthly basis during transfer list audits for empty shelves. Additionally, participates in meetings with SRC and warehouse staff to address issues related to storage and handling procedures.

- 20%** Conduct analyses and prepare written reports, feasibility study reports, decision memos, policy recommendations, and other written material, including the Office's information technology systems data functions. Perform analyses of sensitive and critical data to develop complex ad-hoc reports. Consult with technical experts from other Offices and/or State Agencies to integrate data from disparate databases to isolate and capture project specific data. Using advanced technical skills, manipulate and extract pertinent data from appropriate information systems and assemble information into user friendly formats.
- 20%** Serve as HCAI's Office of Administrative Services (OAS) Asset Management and HCAI's Office of Technology Services (OTS) liaison. Track, monitor, and audit OSHPD assets, including Information Technology (IT) assets statewide to maintain accountability using standard asset management tools and techniques in compliance with the State Administrative Manual and other applicable policies and regulations. Recommend and implement policies and procedures to secure and safeguard the OSHPD assets. Research, organize, prepare, and track monthly facility/asset tracking reports for OSHPD. Gather, analyze, tabulate, and prepare yearly physical asset inventory for OSHPD. Maintain asset records and generate OSHPD equipment and furniture reports. Accurately input data into the OSHPD assets inventory control database. Track new, moved, or repaired equipment and assist with surveying out equipment and furniture. Request the purchase of IT equipment, deploy equipment which includes periodically setting up computer equipment and accessories, and schedule cubicle moves by utilizing HCAI's ServiceNow website when directed by management. Coordinating the transfer of devices and related materials to the OTS Help Desk. Periodically assist OSHPD staff with troubleshooting minor IT issues. Maintain and monitor inventory and request items be ordered as necessary. Attend meetings regarding OSHPD's asset inventory control.
- 10%** Back-up to the Electronic Services Portal (eSP) Helpdesk by providing support for help desk technical operations and delivery of desktop services to the Office staff and external client users. Analyze and implement improvements leading to efficient and responsive help desk services, including call response, tracking and problem resolution. Provide information system support by responding to eSP support inquiries.

Analyze common user problems and work proactively to implement long-term technical and/or procedural solutions, troubleshoot and solve issues with external clients based on verbal information only, such as public user account registration; Facility Authorization; delegation and association; public user account management; data correction; resetting Personal Information Numbers entered improperly; and proper recording of information in the various application's page flow. Use various electronic support mediums to analyze,

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track and complete help requests, such as ServiceNow helpdesk program and online meeting programs such as Cisco GoToMeeting. Test new program functions and conduct analyses of approved modifications to the eSP system to determine potential impact, make recommendations and participate as a member of the eService Portal Control Board.

Serve as back-up to the Webmaster for the Office's website (Internet and Officenet). Assess the Office's needs for dissemination of information regarding a variety of program topics and make recommendations to management.

- 15%** In consultation with the HCAI Legal Office and using archive project records expertise, coordinate Public Records Act (PRA) requests. Correspond with the requestor via e-mail or telephone regarding the more complex and more technical requests and inquiries. Schedule and monitor requestor reviews of the PRA documents and drawings. Mail the project files and architectural drawings to the Los Angeles office for Southern California requester reviews. Research and locate documents for the more complex and more technical requests using the existing database and manually reviewing all architect files. Create and maintain an index database of all project files, architectural drawings, and their locations. Analyze, develop, and coordinate filing systems and procedures. Provide training and guidance on PRA request processes to Office Technician staff.
- 5%** Serve as a back-up to OSHPD's space planning coordinator in OSHPD's various locations, including: coordinating and scheduling maintenance issues to be resolved; monitor the upkeep of furniture and equipment; research and purchase furniture; coordinate with outside vendors for repairs of furniture; ensure compliance with all safety and security protocols.

Marginal Job Functions

- 5%** Assist with other projects in the warehouse and maintaining various computer data files. Assist OTS with troubleshooting minor technical errors that occur at the warehouse.

Desirable Qualifications

- Display good organizational and time management skills and ability to perform multiple tasks.
- Ability to present ideas and information effectively both orally and in writing.
- General knowledge of computer equipment.
- Strong computer skills including experience with Microsoft Office Suite, and web/desktop applications.
- Must be detail oriented, dependable, punctual and possess good attendance habits.
- Sound judgment and discretion in communicating with all levels of staff and the public.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Ability to handle multiple priorities and deadlines.
- Lead experience with the ability to adapt to various working styles.

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Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement including the ability to transfer documents weighing up to 40 pounds onto a cart and push the cart to various locations within the Office.

Working Conditions

Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Office Support Section's various office locations, and various locations throughout the State. Primarily based out of HCAI's warehouse located at 1045 National Drive, Sacramento, CA 95834. May require travel to HCAI's headquarters at 2020 W. El Camino Avenue, Sacramento, CA 95833.

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