

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

Employee Name Vacant	Organization Office of Health Care Affordability Health System Performance Branch Behavioral Health and Workforce Group 
Position Number 441-612-8428-XXX	Telework Option Hybrid
Classification Health Program Manager II	Working Title Behavioral Health and Workforce Group Manager
Supervision Exercised Supervises Health Program Specialists and professional staff.	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date 7/13/26	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

This role will be instrumental in OHCA's work to reorient the California health care system toward high-quality behavioral health and other high-value care as well as supporting the stability of the health care workforce. Under general direction of the Assistant Deputy Director, the Health Program Manager II, Behavioral Health and Workforce Group Manager, plans, organizes, and directs the work of professional staff in the Behavioral Health and Workforce Group for OHCA. The Behavioral Health and Workforce Group Manager will lead OHCA's work to set benchmarks for the percentage of total health care spending allocated to behavioral health to build and sustain infrastructure and capacity and support innovation and improvement in the behavioral health sector. This role is also responsible for monitoring the effects of spending targets on health care workforce stability, high-quality jobs, and training needs of health care workers. Building positive relationships with external stakeholders and facilitating internal and external communications will also be integral aspects of this role. This

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position will further OHCA's mission of promoting equitable, high-quality, and affordable health care in California.

Essential Job Functions

30% Supervision and Administration

Directs, plans, and organizes the work of the Behavioral Health and Workforce Group to set benchmarks for the percentage of total health care spending allocated to behavioral health and monitor the effects of spending targets on health care workforce stability, high-quality jobs, and training needs of health care workers. Coordinates and oversees program policy analysis, development, and implementation including analyzing pending legislation, supporting budget change proposals, and responding to legislative and budget inquiries. Evaluates the performance of employees to ensure acceptable job performance; works with each employee to develop required skills to meet and exceed job requirements. Assigns projects and tasks, monitors and evaluates the performance of Group staff, and reviews or prepares Group or staff training plans. Coordinates with Health System Performance Branch leadership to conduct strategic planning for the Branch, lead Branch-wide workstreams, and implement strategic initiatives. Directs strategic planning for the Group, including preparing and regularly updating program plans, goals, and objectives and ensuring alignment with long-term Branch goals and objectives. Manages unit administrative matters, in coordination with the Administration and Management Support Group, including but not limited to hiring, personnel, contracts, budgeting, and review and approval of unit purchasing requests. Employs approved methods to recognize and promote exceptional individual performance and teamwork.

30% Behavioral Health Spend Benchmarks, Monitoring, and Reporting

Directs the development, adoption, and refinement of benchmarks for behavioral health spending as a percentage of total health care spending to be approved by the Health Care Affordability Board. Directs the development of the methodology to measure behavioral health spending as a percentage of total health care spending and ongoing monitoring of behavioral health spending. Coordinates and oversees the evaluation of behavioral health investment in the progressive enforcement process for spending targets. Leads the promotion of models of care and innovative approaches that support behavioral health including integrated primary care and behavioral health care, leveraging alternative payment models, and leveraging telehealth. Coordinates and oversees complex policy and data analysis, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Coordinates and oversees the creation of dashboards, data visualizations, summary of analyses, and summary of best practices that will be included in the OHCA Annual Report. Stays current with research and policy literature related to behavioral health investment, maintains ties to peers in other health policy research organizations, and coordinates with other state departments as needed.

20% Workforce Monitoring and Reporting

Directs the development, adoption, and refinement of standards to advance the stability of the health care workforce, as approved by OHCA. Coordinates and oversees monitoring

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of the effects of spending targets on health care workforce stability, high-quality jobs, and training needs of health care workers. Leads the analysis of data and selection or development of measures to monitor health care workforce stability. Coordinates and oversees the evaluation of workforce stability in the progressive enforcement process for spending targets. Supports developing the methodology for adjusting spending targets for organized labor costs. Coordinates and oversees complex policy and data analysis, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Coordinates and oversees the creation of dashboards, data visualizations, summary of analyses, and summary of best practices for workforce stability that will be included in the OHCA Annual Report. Stays current with research and policy literature related to health care workforce stability, maintains ties to peers in other health policy research organizations, and coordinates with other state departments as needed.

15% Stakeholder Engagement and Communication

Engages and maintains positive relationships with organized labor, advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders to develop behavioral health spending benchmarks and to select or develop measures to monitor the effects of spending targets on health care workforce stability in coordination across HCAI offices and OHCA branches, especially the OHCA Engagement and Governance Group. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to develop standards and best practices relevant to supporting behavioral health investment and health care workforce stability. Reviews research, analyses, and best practices with external stakeholders as needed to support the development and monitoring of behavioral health spending benchmarks and health care workforce stability measures. Participates in Health Care Affordability Board, Advisory Committee, and related subcommittees and meetings as needed and maintains positive relationships with committee members. Coordinates with Branch staff and other stakeholders to ensure successful outcomes.

Marginal Job Functions

5% Other Functions

Performs other related duties as required.

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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people

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and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

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