

Department of Health Care Access and Information
Duty Statement
PROPOSED

Employee Name VACANT	Organization Office of Health Workforce Development 
Position Number 441-201-7500-006	Telework Option Hybrid
Classification C.E.A. A	Working Title Assistant Deputy Director, Operations and Grants Management
Supervision Exercised Directly supervises a multidisciplinary team of management leaders and professional staff	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☐
Revision Date October 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 Assistant Deputy Director oversees the work of the Operations Branch and Grants Management Branch. The incumbent is responsible for strategic leadership and programmatic oversight to support the activities of the Office Health Workforce Development (OHWD) and implement statewide initiatives and strategies to advance access to a diverse, professional health workforce. Under the general guidance of the OHWD Deputy Director, the incumbent's responsibilities include oversight of finance, human resources, contracts, communications, project management, and grants management. Manages and implements the administrative and operational programs, and business processes; oversees a large portfolio of scholarship programs, loan repayments, and grant programs designed to expand California's healthcare workforce in underserved communities in California. Participates and makes recommendations as a member of the leadership and executive management team.

Department of Health Care Access and Information
Duty Statement
PROPOSED

Essential Job Functions

- 40%** Lead the development of operational and grants management informed workforce strategies and guide the vision and direction for the operations and grants' work to meet the purpose of workforce development. Oversee and manage OHWD's budget, fiscal risks and mitigation, multi-year budget projections, drills, budget change proposals, and timely financial analysis and reporting. Develop and recommend strategic plans to meet current program needs and guide the OHWD vision forward for the Communications, Project Management, Finance, Administrative, Contracts, and Grants Management Sections. Implement inter-departmental operational and administrative policies; provide guidance on complex administrative support issues within the complex budgeting, accounting and human resources functions. Makes recommendations on organizational planning, resource allocations, risk mitigation, and process improvements for service levels and timely deliverables.
- 25%** Manage the development of the administrative and operational frameworks in alignment with departmental policies, statutes, and initiatives; and collaborate with staff in the OHWD, the Office of Administrative Services, Legal Office, and Office of Technology Services. Integrate and align goals with performance management in the development of operational business practices in finance, contracts, human resources/recruitment, communications, project and grants management. Develop and implement cross functional infrastructures to assist with governance collaboration, best practices, and training on systems development and implementation.
- 15%** Oversee the strategic alignment and allocations of resources and expenditures; monitor the budget, staffing, fund sources, and fiscal systems for state and federal program implementation. Provide direction and management of contract development, including procurement, amendments, statements of work, solicitations, and feasibility studies; and oversight of the varying grant types, grantee's needs, and timely grant disbursements. Ensure accurate documentation of various regulatory reports and accounting procedures are aligned with statutory requirements for the documentation and distribution of funds.
- 15%** Conduct administrative and operational needs assessments; oversee training needs for OHWD supervisors, managers, and staff; and develop recruitment and succession plans. Facilitate development and strengthening of core competencies for engagement, integration of the principles of diversity, equity, and inclusion to ensure internal workforce recruitment, resources, and training are utilized for optimal staff engagement, retention, and development. Establish and maintain excellent working relationships with interna and external staff and organizations.

Marginal Job Functions

- 5%** Other related duties as required.

Department of Health Care Access and Information
Duty Statement
PROPOSED

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 telephone 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 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