

Department of Health Care Access and Information
Duty Statement
PROPOSED

Employee Name VACANT	Organization Office of Health Workforce Development 
Position Number 441-201-7500-XXX	Telework Option Hybrid
Classification C.E.A. A	Working Title Assistant Deputy Director, Policy and Research
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 Behavioral Health Policy Branch and the Research and Evaluation Branch. The incumbent is responsible for providing strategic leadership and programmatic oversight to support the activities of the Office of 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 develops and recommends the goals, strategies, and priorities to align efforts across all sections of the policy, research and evaluation branches. Provides recommendations for short-and long-term goals for policy, research, and evaluation that advance the development of a diverse workforce that serves underserved Californians. Participates and makes recommendations as a member of the leadership and executive management team.

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Essential Job Functions

- 40%** Lead the development of research and evaluation-informed workforce strategies and guide the vision and direction for the research and evaluation work to meet the purpose of workforce development. Responsible for advancing health workforce analytics via the Research Data Center, for ensuring that the findings of the Research Data Center inform policy and strategy, for the design of sound and relevant workforce strategies and programs, and for robust evaluation of HCAI programs that drive continuous improvement and strategic refinement of programs. Ensure policies and programs are in strategic alignment with the organization, mandates and initiatives; facilitate understanding and consensus for major or high impact policy proposals/changes across programs, legal, administrative operations, and other entities as appropriate.
- 25%** Oversee the development and implementation of current, revised, and/or new statutorily required programs, policies and analyses. Ensure the research and policy program impacts, risks, and mitigation recommendations are addressed and aligned with departmental policies and procedures; provide leadership in change management and communication strategies on interpreting and applying statutory changes, disseminating information, and creating structure to strengthen engagement and build policy writing, and statewide research and evaluation capacity.
- 15%** Provide guidance in the administration of responsibilities as established by the CA Health and Safety Code Section 128050, Health Workforce Research Data Center (HWRDC) serving as the state's central source for the health workforce and education data; and the required annual report to the Legislature. Ensure governance and collaboration between the HWRDC and all HCAI programs entrusted with administering health workforce data; and the Department's Chief Analytics Officer and the Office of Health Care Affordability Research counterparts.
- 15%** Oversee the development of external-facing content, including analyses and presentations for conferences, council/board meetings, governmental entities, advisory, and advocacy groups; review public documents, website/program updates, and reports to ensure the HCAI strategic direction and messaging is clear and concise; utilize responses/comments/suggestions towards content and process improvements; and establish excellent working relationships with internal/external staff and organizations.

Marginal Job Functions

- 5%** 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

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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