DUTY STATEMENT

Classification: Analyst II	
Working Title:	
Program: Health Care Benefits and Eligibility	
Division: Benefits Division	
Branch: Clinic Policy and Special Programs Branch	
Section: N/A	
Unit: N/A	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 805-600-5393-910
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

Under the direction of the Manager II in the Clinic Policy & Special Programs Branch of the Benefits Division, the Analyst II works on a broad range of governmental and managerial problems that may be interdisciplinary in nature. The Analyst II conducts and/or reviews analytical studies and surveys, formulates procedures, policies, and program alternatives, and makes recommendations on a broad spectrum of administrative and program-related problems. The Analyst II reviews and analyzes proposed legislation and advises management on the impact or potential impact. The Analyst II may act as team leader or coordinate the efforts of representatives of various governmental agencies on larger projects and represents the State or a given department as assigned.

This Analyst II has significant workloads in an area where policy has not been previously implemented. The Analyst II contributes to discussion, design, and implementation of cost-sharing policy by assisting with the coordination, research, and monitoring of progress towards the design and implementation of new policies dictated by H.R. 1, including cost-sharing requirements and careful consideration of all exemptions. This will be followed by ongoing responsibilities to coordinate and make any necessary adjustments to policy on a go-forward basis that cannot be done without adequate coordination with other DHCS Divisions including the Office of Legal Services (OLS) and the Medi-Cal Eligibility Division (MCED).

Job Summary (cont):

The Analyst II leads on coordinating meetings with other impacted teams and creating new informational materials (e.g., website content, frequently asked questions (FAQs), Provider Manual updates, member- and provider-facing notices). The Analyst II is responsible for cost-sharing data collection and entry as part of the new (or modified) tracking system/tool.

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	**Essential Functions**
35%	Independently performs research and develops complex policy and program benefit analyses in response to new data, guidelines and/or scientific evidence, state and federal legislation and regulations, the Governor's Office, Agency, Director, and Executive staff requests. Provides interpretation of strategies for policy alternatives and advises management on the impact of changes. Provides interpretation of policy and development of implementation strategies for the newly enacted legislation and its impact on current policies and benefits. Conducts analyses of implementation of policy and benefits to ensure uniform application and interpretation of policies, statutes, and regulations. Researches and assists in the development of policy statements and communication with Medi-Cal providers, such as instructions, notices, and provider manual revisions. Develops work-plans to add new processes, programs, expanding or contracting Medi-Cal benefits. Interprets, explains and communicates existing or new policy and benefits to other Divisions within the Department as well as to providers, professional organizations, beneficiaries, agencies, the legislature, and the general public. Answers questions received from other Division staff, other agencies, advocacy and public interest groups, beneficiaries, and the general public. Develops written responses to benefits-related issues and correspondence originating from State and Federal agencies, and the general public.
25%	Prepares informational materials (e.g., documents, slide decks, talking points) that will be used for public education of HR 1 policy implications, including changes in benefits, policies and procedures for member enrollment, and other alternatives consistent with changes affected by the implementation of HR 1. Coordinates the inclusion of other departments and divisions within the Department of Health Care Services (DHCS), to resolve discrepancies and assist in developing policy and related benefits. Supports the development of internal issue papers, budget concept statements, budget change proposals, fiscal assumptions and estimates in support of policy initiatives and/or benefit changes.
20%	Leads specific technical and/or time-sensitive special projects. Facilitates meetings between internal staff to coordinate tasks, timelines, collection and writing of documents. Researches and develops resource material for background information and prepares documents to support project work. Develops project plans to support implementation of new and revised policy and benefits relating to changes to the Medi-Cal program.
15%	Attends and conducts weekly and/or monthly meetings; provides regular updates regarding the status of work and projects. Participates in training and development opportunities. Conducts and participates in meetings, teleconferences, trainings and webinars with stakeholders and state staff.

Description of Duties:	
% of Time	**Essential Functions**

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification): Manager II.

Supervision Exercised: (check all that apply) ☑ Non-Supervisory Classification / None
☐ Clerical Staff ☐ Analytical Staff ☐ Technical Staff
☐ Professional Staff ☐ Supervisory Staff ☐ Managerial Staff

Special Requirements:
☐ Medical Evaluation /Clearance ☐ Typing Certificate ☐ Valid Driver's License
☐ Background Check / Finger Printing Clearance
☐ Valid Professional License (please specify): _____

Desirable Qualifications:

Ability to work closely and collaboratively with other staff to oversee and support special projects. Must be able to analyze quantitative and qualitative data and present findings in writing and verbally. Interpersonal skills and project management skills are essential. The Analyst II will need the ability to do the following: reason logically and creatively and utilize a variety of qualitative and quantitative analytical techniques to resolve complex governmental and operational problems; recommend alternatives and draft options as appropriate; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on various issues; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others.

Working Conditions (Check all that apply):
Prolonged Periods of:
☐ Standing ☑ Sitting ☐ Kneeling ☐ Bending
Travel May be Required:
☐ Occasional ☐ Over Night
Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. **Essential Functions:** Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. **Marginal Functions:** Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. **Under Close Supervision:** Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. **Under Supervision:** The position is subject to continuous and direct control. **Under General Supervision:** The position is subject to a minimum of continuous and direct control. **Under Direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker. **Under General Direction:** This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. **Under Administrative Direction:** This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).