Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	**Organization** Office of Health Workforce Development Operations Branch Fiscal and Admin Operations Section
Position Number 441-201-4801-XXX	**Telework Option** Hybrid
Classification Supervisor II	**Working Title** Fiscal and Administrative Operations Section Chief
Supervision Exercised 2- Supervisor I and subordinate 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 of 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 the general direction of the Operations Branch Chief, the Supervisor II, Fiscal and Admininstrative Operations Section Chief, provides strategic leadership over the Office of Health Workforce Development's (OHWD) fiscal, procurement, and administrative functions. Manage budget planning and monitoring, program contracts and procurements, and ensure compliance with state and federal requirements. Provide guidance to the OHWD management on staff performance, training, and personnel practices, and support resource allocation decisions through data-driven analysis and reporting. Serve as the primary liaison to internal partners such as the Office of Administrative Services (OAS), and coordinate responses to control agencies, including the Department of Finance (DOF), California Health and Human Services Agency (CalHHS), the Legislature, and departmental partners. Lead the development of business requirements, standard operating procedures, and tracking tools to promote operational transparency and efficiency.

Essential Job Functions

35% Fiscal and Contracts Management

Manage the OHWD budget, accounting, procurement, and contracting operations. Ensure fiduciary and contractual accountability and compliance. Collaborate with OAS and Office of Technology Services to ensure timely processing of budget drills, procurements, contracts and solicitations, and fiscal reporting. Monitor expenditures and analyze budget performance across programs. Make data-informed recommendations in resource allocation to maximize program effectiveness. Develop and monitor fiscal and contract dashboards for OHWD leadership. Provide financial and contractual consultation and technical assitance to OHWD program managers and support the development of Budget Change Proposals, grant and contracting packages, reporting, and audits. Coordinate responses to control agencies, including DOF, CalHHS, Department of General Services, the Legislature, and departmental partners. Document standard operating procedures, establish and maintain approval workflows, and develop tracking tools to ensure operational transparency and efficiency.

30% Administrative and Human Resources Management

Manage the OHWD administrative and human resources management operations. Oversee the OHWD request for personnel action workstreams, ensuring timely and accurate processing or packages. Oversee the OHWD training coordination process. Provide consultation and techinical assitance to OHWD leadership on administrative, human resources, and training processes. Collaborate with the OAS and OHWD leadership on human resource management and training coordination. Document standard operating procedures, establish and maintain approval workflows, and develop tracking tools to ensure operational transparency and efficiency. Oversee and implement business requirements, operational policies, and procedures with OHWD leadership and staff. Collaborate with internal partners on opportunities to increase operational efficiency and propose recommendations to the OHWD leadership.

20% Staff Oversight and Development

Provide strategic leadership and oversight to staff responsible for delivering fiscal, administrative, contractual, and human resources services. Plan, organize, and direct section-level operations to ensure effective implementation of the OHWD program priorities and statewide initiatives. Establish and communicate performance expectations, operational standards, and workload priorities across the section. Ensuring performance management procedures are followed, and staff evaluations are prepared and discussed with staff in a timely and meaningful manner. Direct staff development and identify skill gaps, coordinate targeted training, and promote continuous learning to support effective program delivery and high-quality communications. Oversee preparation, review, and approval of hiring and recruitment packages. Ensure compliance with Bargaining Unit agreements, hiring practices, policies, and procedures. Foster a collaborative, inclusive work environment that encourages accountability, clear communication, cross team coordination, and proactive problem solving.

10% Cross Collaboration and Coordination

Represent the OHWD at internal and external meetings, multi-unit work groups, and on interagency initiatives for reporting on operational status. Participate and lead special projects with the HCAI leadership, other state departments, federal and private partners, the CalHHS Agency, and the Legislature. Serve as liaison between the OHWD, the HCAI, external contractors, and community partners. Ensure operational efforts are inclusive, data-informed, and responsive to stakeholder needs. Integrate equity focused practices into operational efforts and outcomes.

Marginal Job Functions

5% Other Duties as Assigned

Perform other related duties that are within the scope of this classification, as required.

Physical Demands

Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public, and mobility in various employee work areas and other areas of the Department. Some travel may be required. Must be able to be contacted after normal business hours of 8:00 a.m. to 5:00 p.m.

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