Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	**Organization** Office of Health Information Enterprise Data Operations Branch Utilization and Disclosure Reporting Section Hospital Disclosures and Compliance Unit
Position Number 441-507-5393-XXX	**Telework Option** Hybrid
Classification Analyst II	**Working Title** Hospital Disclosures Lead Analyst
Supervision Exercised NA	**Location** Sacramento
Conflict of Interest: Yes ☐ No ☒	**Fingerprint/Live Scan:** Yes ☐ No ☒
Revision Date November 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 Department of Health Care Access and Information (HCAI) is the leader in collecting data and disseminating information about California's healthcare infrastructure. Under direction of the Supervisor I of the Hospital Disclosures and Compliance Unit. The Analyst II supports the work of the Hospital Disclosures Compliance (HDC) Unit within the Utilization and Disclosure Reporting Section. The incumbent will act as lead analyst and perform the most complex analytical tasks associated with various hospital reporting programs, such as Supplier Diversity, Community Benefit Plan, Chargemaster, Health Equity Measures, and Fair Billing Policies. Also, conducts advanced and complex analytical studies and serves as liaison with the hospital stakeholders, other branches, and the public.

Essential Job Functions

40% Independently review submitted hospital reports for compliance with statutory and regulatory requirements. Analyze reports for compliance and contact hospitals regarding compliance issues and coordinate report revisions. Document any non-compliance with requirements and correspondence with hospitals. Analyze reports and synthesize information for the purpose of reporting out to the necessary stakeholders, commission members, on activities hospitals are taking to engage to further comply with the statutes. Interpret and apply appropriate statutes, regulations, and state and departmental policies and procedures.

25% Independently formulate and manage all correspondence relating to the submission of various hospital reports and plans. Manage late submissions reports to determine if civil penalties apply, and if so, establish the appropriate penalty amount. Prepare and process penalties and generate customized letters to the facilities requesting payment. Prepare and maintain a case file for each delinquent report, or penalty resulting from a late report submission until an appeal is filed or legal action becomes necessary. Advise management when a new case file is opened as well as any new progress on existing cases. Coordinate with Legal Office to ensure compliance with all mandates relating to report submission and penalty processing is maintained in preparing case documentation for appeal hearings and/or fine collections.

15% Draft regulatory language and compose all documents required in the rulemaking file in accordance with the State of California's regulatory process. Independently conduct research needed to promulgate regulations; stay abreast of federal, national, state, and other relevant standards related to hospital policies listed above. Collaborate with HCAI's Legal staff and the OHI Regulations Coordinator. Review draft regulations for grammar, punctuation, and consistency with existing and proposed regulatory and statutory language. Maintain a system to monitor all regulations that may impact the work of the Section. Conduct and coordinate Hospital Disclosures and Compliance (HDC) system testing, in collaboration with IT development team, to ensure the system functions operate effectively and efficiently. Document testing process and communicate to IT developers' system issues requiring resolutions.

10 % Prepare materials and agendas for and participate in stakeholder and commission meetings. Record meeting minutes and track follow on tasks created from the meetings. Conduct outreach efforts to hospitals, governmental agencies, other branches, and various stakeholders to ensure compliance and proper information dissemination. Create and execute presentations in meetings, when necessary. Prepare and publish statewide reports and datasets as required, including narrative descriptions and data summaries. Specific tasks include independently extracting and analyzing information, prepare report findings, draft, and compile the report, and coordinate efforts to obtain all department approvals prior to publication. Compose articles for internal or external informational campaigns. Develop and update data

submittals and file intake guides, training material, and other quality control or data documentation functions. Make website updates as appropriate. Monitor the general email accounts and main phone line.

5% Provide technical assistance to external stakeholders regarding the appropriate reporting and use of hospital supplier diversity report information relative to program statutory and regulatory requirements. Provide support and refer inquiries to subject matter experts as appropriate. Work on special projects as defined by management. This could include preparing special ad hoc reports for management, conducting bill analysis, assist in training new staff, and other duties as required.

Marginal Job Functions

5% Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position

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 use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

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