DUTY STATEMENT

Classification: Analyst II	
Working Title: Quality and Equity Behavioral Health Measurement Analyst	
Program: Quality & Population Health Management	
Division: Quality Health Equity Division	
Branch:	
Section:	
Unit: QHED Admin Support Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 803-097-5393-910
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 Quality and Health Equity Admin Unit Chief, the Analyst II performs a wide range of analytical, programmatic, and administrative duties supporting major Behavioral Health Transformation (BHT) initiatives. The Analyst II independently completes complex assignments involving program development, research, data analysis, stakeholder coordination, performance measurement, and reporting.

The position contributes to overall Quality & Health Equity Division (QHED) priorities such as supporting implementation of the HR1 Budget Change Proposal (BCP) and state-directed payment program changes required under H.R.1. This position is limited term and may become permanent in the future.

Job Summary (cont):

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**
25%	Conduct research, environmental scanning, and policy analysis to support BHT program development and continuous improvement. Analyze qualitative and quantitative data to identify trends, gaps, risks, and opportunities. Prepare summaries, recommendations, and briefing materials for BHT leadership decision-making. Review annual updates and make program recommendations to inform decision making.
20%	Monitor adherence to established program requirements, reporting expectations, and performance structures. Identify operational gaps or performance issues and recommend program adjustments based on analytic findings. Track progress toward BHT strategic goals and statewide behavioral health transformation efforts.
20%	Coordinate internal and external stakeholder meetings, including scheduling, preparing materials, documenting decisions, and tracking follow-up actions. Support communication and information flow between BHT leadership, QPHM partners, external plans, and behavioral health entities. Assist in facilitating standing transformation meetings, workgroups, and cross-divisional discussions. Work collaboratively across QPHM and DHCS divisions to align BHT activities with broader quality, reporting, and payment structures. Support cross-functional project teams working on behavioral health initiatives, payment reform, data modernization, and quality improvement.
20%	Prepare presentations, reports, talking points, and decision documents for leadership and stakeholder engagement. Support communications strategies to ensure consistent messaging across QPHM and DHCS divisions. Assist in developing, refining, and maintaining BHT performance measures and reporting tools. Draft, maintain, and update BHT program documentation, guidance, policies, and procedures. Incorporate changes based on program updates, policy shifts, stakeholder feedback, and cross-divisional alignment needs. Maintain version control and ensure documentation reflects current implementation requirements.
10%	Refine and update performance measures, support the review of incentive-payment determinations, provide technical assistance to program participants, participate in recurring partner calls, and collaborate across DHCS divisions to ensure HR1-related performance, reporting, and payment structures remain aligned with broader departmental priorities.

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

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Performs other duties as required and appropriate for the classification.

Supervision Received: Under Direction by the (enter supervisor classification):
QHED Admin Support Unit Chief.

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:
The Analyst II should demonstrate professionalism and possess strong analytical, organizational, oral, and written communication skills. The incumbent should have strong problem-solving abilities and be able to present Executive Staff and management with clear alternatives and recommendations on policy and program issues. Additionally, the Analyst II should have knowledge and experience using Microsoft Teams, Planner, Project, PowerPoint, Outlook, Excel, Word, and OneNote.

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:
Jennifer Vang	Jennifer Vang Digitally signed by Jennifer Vang Date: 2026.11.09 11:12:16 -08'00'	11/09/2026

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: