Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	**Organization** Office of Health Information Community Impact Branch Policy, Operations and Community Engagement Section Policy and Governance Group Governance & Outreach Team
Position Number 441-507-5393-XXX	**Telework Option** Hybrid
Classification Analyst II	**Working Title** Stakeholder Engagement Analyst
Supervision Exercised N/A	**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
Under the direction of the Governance and Outreach Supervisor within the Governance and Outreach Team, the Stakeholder Engagement Analyst provides analytical, coordination, and outreach support to assigned public governance committees, advisory bodies, and stakeholder engagement initiatives across Office of Health Information programs. The incumbent serves as a liaison between committee members, stakeholders, HCAI staff, and PnG programs; researches and identifies outreach opportunities; and supports HCAI participation in outreach events throughout California. The incumbent develops and coordinates partner communications through website updates, mass mailings, briefing materials, talking points, presentations, and other outreach materials. The position requires a strong service-oriented approach, sound judgment, effective written and verbal communication, and the ability to work collaboratively across the team.

Essential Job Functions

40% Coordinates and provides analytical and operational support for public committees and commissions, stakeholder meetings, and related engagement initiatives across OHI programs, working cross-functionally within Policy and Governance staff as priorities require. Plans and conducts meetings in person and virtually; prepares meeting materials, agendas, presentations, and minutes; coordinates timelines and logistics; responds to inquiries; and serves as a primary liaison between external stakeholders, committee members, HCAI staff, and OHI programs. Interprets and applies the Bagley-Keene Open Meeting Act and other applicable requirements to support compliant public meetings. Researches outreach opportunities and best practices aligned with HCAI priorities; develops recommendations and procedures for management consideration; and coordinates approved outreach activities.

25% Maintains HCAI webpages for public governance committees and stakeholder engagement activities, including meeting dates and locations, agendas, materials, and minutes. Develops internal and external communications, including mass mailings, flyers, briefing materials, reports, analyses, whitepapers, talking points, outreach materials, and presentation content. Coordinates with HCAI staff to ensure communications are accurate, accessible, and timely.

20% Evaluates and strengthens stakeholder engagement and outreach activities by gathering, organizing, and analyzing feedback, participation, and other relevant data; identifies trends, gaps, and opportunities; and develops recommendations for management. Supports development and implementation of OHI program initiatives and public resources, including coordination with partner agencies and external organizations.

10% Supports Policy and Governance legislative and regulatory support for OHI. Reviews and analyzes proposed legislation, regulations, regulatory changes, and related policy materials; researches applicable requirements; identifies potential operational or program impacts; and prepares clear summaries, analyses, and recommendations for management. Assists with developing and maintaining policies and procedures that support consistent implementation of legislative and regulatory requirements across OHI programs.

Marginal Job Functions

5% Travel locally and throughout California to support outreach events, conferences and public meetings. Represents HCAI in a professional and customer-service-oriented manner and assists with event logistics, materials, stakeholder interactions, and post-event follow-up. Perform 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

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