Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	**Organization** Office of Health Information Community Impact Branch Policy & Operations Section Administrative and Management Services
Position Number 441-505-5393-XXX	**Telework Option** Hybrid
Classification Analyst II	**Working Title** Personnel Liaison and Operations Administrator
Supervision Exercised None	**Location** Sacramento
Conflict of Interest: Yes ☐ No ☒	**Fingerprint/Live Scan:** Yes ☐ No ☒
Revision Date July 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 direction of the Supervisor I over the Administrative and Management Services Unit, the Analyst II performs a wide variety of analytical assignments; coordinates and prepares personnel recruitment and hiring packages for the Office of Health Information (OHI) management and oversees the division personnel related functions; administers personnel budget oversight; policy analysis; formulation and tracking. Provides support for personnel, budgetary, OHI procurement and general administrative tasks, provides administrative assistance on critical and time-sensitive assignments related to training, travel, expenses, Human Resource related tasks, calendar/scheduling activities and budget tracking to support the Deputy Director and the Senior Management Team (SMT).

Essential Job Functions

35% Office Human Resource Management

Independently act as OHI Personnel Liaison coordinating OHI human resource analyst

functions; monitor processes, communicate with Chief Data Officer (CEA), OHI management and HCAI Office of Administrative Services Division's (OAS) Human Resources (HR) staff and provide guidance on personnel-related issues and procedures. Track and analyze personnel position changes related to Budget Change Proposals (BCP's) and legislative funding. Communicate personnel changes to stakeholders. Collaborate with the CIO and other OHI management team members to prepare recruitment and hiring packages; develop hiring justifications; prepare all information related to recruitment and hiring for management review; interface with the OAS HR staff to facilitate the OHI hiring process. Coordinate new employee on-boarding process; maintain the OHI Personnel Tracker, OHI location and emergency evacuation Roster. Review; analyze and compile Request for Personnel Action (RPA) documents for management. Analyze, interpret, and utilize Human Resource guidelines including the CalHR website for classification specifications, qualifications, allocations and pay scales for recruitments. Review/edit documents for consistency, analyzing content to support each Justification Memo, Organizational Charts, Duty Statement, Desirable Qualifications, Statement of Qualifications, and Screening.

25% Division Administration Support

Arrange meetings for the deputy Director or SMT. Make all travel arrangements for the Deputy Director and SMT and maintain expense claims and records. Screen and refer incoming calls from other State offices, Legislators, California Health and Human Service Agency, and executives of private organizations. Schedule, coordinate, attend and take notes at Division management and staff meetings. Arrange meeting locations and schedule use of conference rooms.

Coordinate, analyze, process and distribute all division correspondence, mail and phone calls for the division. Track and analyze incoming materials from HCAI, the California Health and Human Services Agency and the Governor's Office related to sensitive or controversial issues, legislative bills, bill analysis, control correspondence and communications to the public. Coordinate outgoing materials for signature for all sections of OHI related to correspondence to the general public and sensitive issues. Develop and maintain tracking and reporting systems to ensure appropriate briefing documents, correspondence, related materials and work assignments are acted upon in a timely manner. Maintain confidential and administrative files. Conduct timely analyses and reporting of the Division's workload and business processes including the Week Ahead Report. Perform analyses of sensitive and critical data and develop ad-hoc reports for use by executive management and support staff in completing a variety of tasks including, but not limited to; workload assessment, performance evaluation, presentation preparation, technical writing and dissemination of information to external entities.

20% Division Personnel Administration, Analysis, Process Improvement and Reporting

Develop and administer a centralized OHI division human resources policy, procedures and information repository. Coordinate personnel activities; scheduling interviews, and record retention. Update multiple divisional and branch organizations charts utilizing Microsoft Visio skills to reflect planned recruitment, hiring actions and related divisional reorganizations. Maintain RPA Tracker processes daily, update the status related to; HR recruitment applications release, minimum qualifications approvals, interview process, and Approval to Appoint hiring packages. Track personnel position spending. Coordinate OHI time sheets,

trainings; administer Training Tracker regularly to monitor staff training requirements necessary to deliver services.

15% Other Administrative and Budget Support

Perform analytical duties to develop, update and monitor the OHI budget, monitor project activities to measure actual to planned performance and compare budgeted value to actual value. Perform supplemental analysis of OHI budget expenditures and update OHI division budget reports and projections. Review monthly FI$Cal reports and compare to the OHI budget for accuracy. Monitor budget Key Performance Indicator (KPI) on OHI balanced scorecard. Monitor OHI budget request/approval process for new and on-going IT expenditures. Reviews monthly OHI budget reports and prepares spreadsheets of Division expenditures and reconciles expenditures with invoices received. Develops budget analyses and recommendations and collaborates with the lead Operations Analyst over Budget/Accounting on budget and accounting matters to support management decision-making by Program Managers.

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