Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	**Organization** Office of Health Workforce Development (OHWD) Grants Management Branch Grants Management Section B
Position Number 441-210-5393-XXX	**Telework Option** Hybrid
Classification Analyst II	**Working Title** Program Officer
Supervision Exercised N/A	**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 Analyst II under the direction of Supervisor I in the Grants Management Section in a highly independent manner, and with minimal supervision, performs the more responsible, varied, and complex technical analytical work in a wide variety of consultative and analytical assignments such as developing new program funding announcements and applications, processing and evaluating grant proposals, and developing and monitoring contracts and budgets. Routinely provides consultative services to management and external stakeholders regarding funding applications and contracts. Generates and provides data to management and stakeholders on funding application outcomes. Performs fiscal and program reviews of funded applicants, as needed. Make recommendations for improvement to funding and contracting processes. Participate in development and testing of software tools to manage grants, invoices, and contract reporting.

Essential Job Functions

40% Develop and Monitor Contracts:
Independently establish contracts providing funding to awardees consistent with state laws and regulations, federal rules, and HCAI advisory bodies' guidance / approval. Establish contractual budgets and/or award schedules. Liaise with the OHWD Research and Evaluation Team to ensure awardees are contractually obligated to provide program evaluation information. Liaise with the HCAI Office of Administrative Services (OAS) staff to ensure compliance with state contract and accounting laws. Prepare and present summary documents for HCAI executive management that highlight contract provisions and awardee noncompliance. Ensure all contracts are approved by HCAI executive management.

Monitor contracts to ensure awardees comply with contract provisions, including the analysis of contract deliverables and approval of invoices. Develop contract amendments to adjust provisions of the contract, including, but not limited to budget, award amount, and/or duration of contract. Ensure all contracts are approved by HCAI executive management or a designee. Develop summary documents, close out contract agreements or provide factual information when an awardee fails to comply with contract provisions. Liaise with the Administrative Services Division to recapture funds when awardees fail to comply with contract provisions. Perform desk reviews or site visits to monitor fiscal and program performance as needed.

35% Develop, Manage, and Evaluate Grant Applications:
Lead and provide guidance on the more complex development, implementation, and maintenance of grant awards; conduct audit reviews of various required reports for major grant projects for programmatic and budgetary compliance; ensure grant awardee agreements, program guidelines, authorizing state and federal legislation, and program Grant Guides meet state, federal, local, and departmental requirements; identify fiscal, programmatic, and administrative issues and make recommendations to program/project staff and/or management in the administration of grants. Develop standardized templates, presentations, and reporting formats for internal and external public information and state and federal reporting related to grant applications. Liaise with the OHWD Research and Evaluation staff to ensure the application captures applicable information for program evaluation and data analysis. Collaborate with the Office of Technology Services (OTS) staff in the development and testing of software tools to manage grant applications and award processes. Research, analyze, and evaluate criteria as specified by state laws and regulations, federal rules, and HCAI advisory boards and provide guidance on grant applications for funding; create summary documents and make recommendations on funding priorities to the executive management. Develop and maintain tools to construct confidential prioritization, selection, and scoring matrices for grant awards; and ensure grant funds are appropriately allocated as directed through various initiatives, mandates, and proposition(s) as legislatively established. Lead various technical work groups and/or teams of subject matter experts in the administration of

grants, including scoring applications, monitoring, mitigating/resolving issues, and providing end of project summary reports and accomplishments.

10% Monitor Contract Budgets:
Review and manage the successful applicant's budget, including processing any budget adjustments, according to the grant or contract agreement. Reconcile program budget records, which include the following: review the program's budget expenditures, monitor local assistance expenditures and appropriation balances, and prepare responses to budgeting and accounting inquiries generated by the HCAI Budgets and Accounting Offices. Recapture any unspent or correct allocation of spent funds per the contract agreement and HCAI processes.

10% Funding Application Technical Assistance:
Provide technical assistance and guidance to potential applicants to support the use of automated systems through various means, including, but not limited to conference calls, conferencing, responses to frequently asked questions, and/or one-on-one phone conversations.

Marginal Job Functions

5% Perform other duties as assigned.

Physical Demands

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

Working Conditions

Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required.

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Duty Statement

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