Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	**Organization** Office of Health Workforce Development Behavioral Health and Policy Branch Section A
Position Number 441-301-4800-XXX	**Telework Option** Hybrid
Classification Supervisor I	**Working Title** Behavioral Health and Policy Unit Manager
Supervision Exercised Directly supervises 2-Health Program Specialist II; 1-Analyst II and may oversee various consultants	**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
The Supervisor I is a Unit Manager within the Behavioral/Rural Health Workforce Policy Section and plays a critical leadership role in advancing California's behavioral/rural and health-related workforce. The Supervisor I is responsible for supervising and providing clear direction and guidance to staff to ensure behavioral/rural and health-related policy and program development, program implementation, evaluation, and legislative initiatives are executed timely, consistent, and appropriate. The Supervisor I will coordinate the formulation of policies and procedures specifically designed to support and expand the behavioral/rural health workforce, establish program goals and objectives that align with statewide behavioral/rural and health-related priorities, monitor and evaluate workforce development activities, and manage the unit's workload to ensure progress toward strategic goals. This position collaborates closely with the Research and Evaluation Section and Grants Management Section to align the Office of Health Workforce Development (OHWD) programs and strategies with efforts to recruit, train, and retain a qualified and diverse

behavioral/rural health workforce across California. The Supervisor I may also represent OHWD in interagency initiatives, special task forces, and stakeholder meetings with other government departments and professional organizations focused on behavioral/rural health systems and workforce solutions.

Essential Job Functions

30% Staff Oversight and Development:
Provides supervision to specialist and analyst staff. Monitors staff's adherence to state, federal, department, OHWD, and program policies. Monitors employee performance and provides staff with ongoing performance feedback. Reviews staff's workload and monitors and approves attendance and all absence requests. Facilitates work-related training based on the individual's annual review. Prepare and review probationary reports for new employees and annual performance appraisals for existing employees. Prepares and/or reviews of hiring and recruitment packages.

20% Program Planning, Development, and Implementation:
Manage new behavioral health-focused program development and implementation within the Office of Health Workforce Development (OHWD), including establishing objectives that support the expansion and sustainability of California's behavioral/rural and health-related workforce. Develop and implement comprehensive program evaluation plans, standards and guidelines, procedures, and program documentation to ensure effective delivery and oversight of behavioral/rural and health-related workforce initiatives. Liaise with the Grants Management Section to build and implement the necessary program infrastructure for behavioral/rural health initiatives, including grant guides, financial assistance applications, application scoring criteria, and program reporting requirements. Coordinate with the Research and Evaluation Section to support behavioral/rural health workforce programs through data collection, outcomes reporting, fact sheets, surveys, and the development of robust program assessment and evaluation criteria that reflect behavioral/rural health priorities.

20% Coordination, Collaboration, and Representation:
Lead the planning, coordination, and implementation of public meetings for OHWD advisory bodies, councils, and committees, with a focus on integrating behavioral and rural health workforce needs and priorities. Ensure that HCAI is effectively represented in a variety of collaborative workforce stakeholder committees, ad hoc groups, work teams, and/or task forces, including those addressing behavioral health workforce development. Develop and deliver formal presentations on workforce studies and products, emphasizing behavioral and rural health data and implications, during specialized meetings, at conferences, and through focus group sessions as needed. Provide subject matter expertise and technical assistance to stakeholders (e.g., government agencies, employers, advisory and advocacy

groups), particularly in areas related to behavioral and rural health workforce policy, planning, and program implementation.

15% **Legislative Analysis:**
Oversee analysis of existing statutes, regulations, policies, standards, and procedures to assess legislative impact on OHWD programs with a focus on behavioral and rural health. Consult with appropriate program, technical, research, and fiscal staff to prepare legislative analysis. Advise internal staff about the impact and results of proposed and new legislation affecting behavioral and rural health and other OHWD programs. Recommend and prepare legislative proposals and serve as OHWD's liaison to the Office of Legislative Affairs.

10% **Policy Studies and Issue Papers:**
Oversee the analysis of behavioral and rural health and healthcare workforce and program trends, and coordination and development of studies or issue papers to inform HCAI advisory bodies and executive management's decisions, governmental agencies, and/or the public. Liaise with OHWD's Research and Evaluation Section to ensure all analyses are supported by data. Liaise with the Legal Office to solicit legal opinions. Issue papers may include, but are not limited to, information to clarify the behavioral and rural health and healthcare workforce industry, recommendations for program, or the development of new programs, with a focus on behavioral and rural health.

Marginal Job Functions

5% Perform other related duties as required.

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 in 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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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