

**Department of Health Care Access and Information  
(Proposed) Duty Statement**

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Health Care Affordability (OHCA) Health Systems Compliance	
<b>Position Number</b> 441-609-5393-701	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid
<b>Classification</b> Associate Governmental Program Analyst	<b>Working Title</b> Health Care Compliance Analyst	

<b>General Description</b> Under the general direction of the Assistant Chief Counsel in the OHCA Health System Compliance Branch (OHCA Compliance), the Health Care Compliance Analyst provides general administrative support for the legal and financial staff of OHCA Compliance. The incumbent will handle intake, organization, and status tracking of the material change notices that health care entities must submit to OHCA for health care mergers and acquisitions; draft communications to health care entities, assist with vendor contract procurement and invoicing for OHCA’s economic expert consultants, provide general support for rulemaking packages submitted to the Office of Administrative Law; support OHCA Compliance with website postings for stakeholders and the general public; support the OHCA Legal Staff in administrative enforcement proceedings for compliance with data collection and the OHCA spending target; and assist in OHCA’s coordination with the HCAI Legal Office, the Attorney General’s Office and other state health care regulators.	
<b>Supervision Received</b>	Reports to the Assistant Chief Counsel for Health Systems Compliance.
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	Requires in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

<b>Job Duties</b> E = Essential, M = Marginal	
35%      E	<b>CMIR Material Change Transaction E-Portal Intake, Tracking, and Support</b> Handle intake and monitoring for the CMIR Material Change Transaction E-Portal system. Perform high-level review of notices of mergers and acquisitions submitted by health care entities. Support OHCA legal staff in responding to communications to health care entities and tracking and assignment by the Assistant Chief Counsel of review of transactions among legal staff and assignments of review to economic expert consultants. Monitor communications from submitters and work with legal staff to respond appropriately. Perform critical task of tracking regulatory deadlines. Coordinate OHCA’s responses regarding waivers from review or necessity of full Cost and Market Impact Review OHCA staff, external stakeholders, and consultants. Interface with

partner agencies as needed. Prepare document requests to submitters to obtain requisite documents and information to process notices and conduct reviews.

25%	E	<b>Compliance Support for OHCA Spending Targets and Data Collection</b> Provide administrative support for OHCA legal staff in their work to provide compliance support for the OHCA Spending Target Program. Assist OHCA legal and financial staff in drafting compliance communications to health care entities related to data collection. Assist OHCA legal and financial staff with providing input to the Spending Targets branch on technical assistance and performance improvement plans for health care entities to comply with the spending targets. Assist OHCA legal and financial staff with preparing enforcement actions against health care entities who fail to submit data or comply with OHCA's spending target.
15%	E	<b>Rulemaking Packages</b> Provide general support to OHCA legal staff for rulemaking packages submitted to the Office of Administrative Law. Assist in the compilation, review, and summary of public comments on regulation text.
15%	M	<b>Consultant Services Procurement, Invoicing and Tracking</b> Provide administrative support for OHCA procurements for expert consultants. Prepare internal forms necessary for solicitations, contracts, and purchase orders. Facilitate internal review of procurement documents and obtain approval of forms. Monitor pertinent deadlines. Communicate with contractor or vendor as necessary. Work with OHCA's administrative services team on tracking invoicing so OHCA can seek reimbursement from health care entities for CMIR reviews.
10%	M	<b>Miscellaneous</b> Assist with scheduling meetings and preparing meeting materials. Communications with HCAI legal office, the Attorney General, and other regulatory agencies. Assist with gathering materials in response to PRA requests.

### Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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### To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date



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(Proposed) Duty Statement**

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Health Care Affordability (OHCA) Health Systems Compliance	
<b>Position Number</b> 441-609-8337-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Associate Health Program Analyst	<b>Working Title</b> Health Care Compliance Analyst	

<b>General Description</b> Under the general direction of the Assistant Chief Counsel in the OHCA Health System Compliance Branch (OHCA Compliance), the Health Care Compliance Analyst provides general administrative support for the legal and financial staff of OHCA Compliance. The incumbent will handle intake, organization, and status tracking of the material change notices that health care entities must submit to OHCA for health care mergers and acquisitions; draft communications to health care entities, assist with vendor contract procurement and invoicing for OHCA’s economic expert consultants, provide general support for rulemaking packages submitted to the Office of Administrative Law; support OHCA Compliance with website postings for stakeholders and the general public; support the OHCA Legal Staff in administrative enforcement proceedings for compliance with data collection and the OHCA spending target; and assist in OHCA’s coordination with the HCAI Legal Office, the Attorney General’s Office and other state health care regulators.	
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Employee Signature/Date

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Supervisor Signature/Date

