

**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 Care Spending Targets Branch Administration and Management Support Unit	
<b>Position Number</b> 441-601-5393-701	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid
<b>Classification</b> Associate Government Program Analyst	<b>Working Title</b> Administrative Analyst	

<b>General Description</b> The incumbent performs a wide variety of more complex analytical and administrative assignments; coordinates and prepares personnel recruitment and hiring packages for the OHCA and oversees the division personnel related functions; administers personnel budget oversight; policy analysis, formulation and tracking. Incumbent provides support for budgetary and fiscal operations, procurement and contract management, and general administrative tasks; conducts and reviews analytical studies and surveys; formulates procedures and policies; makes recommendations on a broad spectrum of administrative and project-related topics.	
<b>Supervision Received</b>	Reports to the Staff Services Manager I in the Administration and Management Support Unit.
<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 use of computing devices and phones, frequent 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, mobility to various areas of the Department, and work hours may deviate from core business hours based on the service requirements of the Department.

<b>Job Duties</b> E = Essential, M = Marginal	
40%      E	Human Resource Management: Serve as Personnel Liaison coordinating OHCA human resource analyst functions; monitor processes, communicate with the Branch management, OHCA management, HCAI Administrative Services Division (ASD) and the Human Resources (HR) team. Collaborate and support OHCA management team members to prepare and process recruitment and hiring packages; prepare all information related to recruitment and hiring for management review; interface and collaborate with the ASD and HR staff to facilitate OHCA recruitment processes. Coordinate new employee on-boarding process; maintain OHCA personnel resources tracking to include location and an emergency evacuation roster. Review; analyze and compile Request for Personnel Action (RPA) documents for management. Analyze 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.

30%	E	Budget Management, Analysis, and Reporting: Perform analytical tasks to develop and monitor the OHCA budget. Perform analytical tasks to monitor project activities to measure actual to planned performance and compare budgeted value to actual value. Perform analysis of budget expenditures and develop budget reports and projections. Review monthly budget expenditure reports for accuracy. Manage budget request/approval process for new and on-going expenditures. Assist with accounting questions. Serve as administrative team lead; assign tasks as appropriate to team members.
20%	E	Contracts and Purchasing Management: Implement and manage procurement processes for OHCA contracts, including the contractor selection process, bid evaluation, and supporting documentation. Work with contractors and the HCAI contracts and finance teams to finalize contracts ensuring that statutory requirements are met. Serve as the point of contact for contractors. Monitor ongoing contracts and timelines for deliverables. Receive, review and process invoices. Update contract budgets and communicate all essential issues to OHCA team members, HCAI Procurement and Contract Services Unit, and any contractors as appropriate.
10%	M	Perform other related duties as required.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- 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.

**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

**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 Care Spending Targets Branch Administration and Management Support Unit	
<b>Position Number</b> 441-601-5157-XXX	<b>Location</b> Los Angeles	<b>Telework Option</b> Hybrid
<b>Classification</b> Staff Services Analyst	<b>Working Title</b> Administrative Analyst	

<b>General Description</b> Under supervision, the incumbent performs a wide variety of the less complex analytical and administrative assignments with an emphasis on contract management, procurement, and purchasing; supports budgetary and fiscal operations, and general administrative tasks. Incumbent formulates procedures and policies; makes recommendations on a broad spectrum of administrative and project-related topics; coordinates and prepares personnel recruitment and hiring packages for OHCA and supports other division personnel related functions.	
<b>Supervision Received</b>	Reports to the Staff Services Manager I in the Administration and Management Support Unit.
<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 use of computing devices and phones, frequent 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, mobility to various areas of the Department, and work hours may deviate from core business hours based on the service requirements of the Department.

<b>Job Duties</b> E = Essential, M = Marginal	
35%	<p><b>E      <b>Contracts and Purchasing Management</b></b></p> <p>Implement and manage procurement processes for OHCA contracts, including the contractor selection process, bid evaluation, and supporting documentation. Work with contractors and the HCAI contracts and finance teams to finalize contracts ensuring that statutory requirements are met. Monitor ongoing contracts and timelines for deliverables. Receive, review and process invoices through the Financial Information System for California (FI\$Cal). Update contract budgets and communicate all essential issues to OHCA team members. Process requisitions in FI\$Cal for non-IT services and non-IT goods as needed. Serve as the point of contact for vendors and contractors.</p>
35%	<p><b>E      <b>Budget Management, Analysis, and Reporting</b></b></p> <p>Perform analytical tasks to develop and monitor the OHCA budget. Perform analytical tasks to monitor project activities to measure actual to planned performance and compare budgeted value to actual value. Perform analysis of budget expenditures and develop budget reports and projections. Review monthly budget expenditure reports and present findings for accuracy.</p>

Manage budget request/approval process for new and on-going expenditures. Assist with accounting questions. Serve as administrative team support.

20%

E

**Human Resource Management**

Serve as Personnel Liaison coordinating OHCA human resource analyst functions; monitor processes, communicate with the Branch management, OHCA management, HCAI Administrative Services Division (ASD) and the Human Resources (HR) team. Collaborate and support OHCA management team members to prepare and process recruitment and hiring packages; prepare all information related to recruitment and hiring for management review; interface and collaborate with the ASD and HR staff to facilitate OHCA recruitment processes. Coordinate new employee on-boarding process; maintain OHCA personnel resources tracking to include location and an emergency evacuation roster. Review; analyze and compile Request for Personnel Action (RPA) documents for management. Review/edit documents for consistency, analyzing content to support each Justification Memo, Organizational Charts, Duty Statement, Desirable Qualifications, Statement of Qualifications, and Screening.

10%

M

**Other Functions**

Perform other related duties as required.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying department-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments and meet deadlines as required.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain productive work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI’s mission, vision, goals and objectives.
- Demonstrate a commitment to HCAI’s core values and guiding principles.

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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

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Supervisor Signature/Date