

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

Employee Name Vacant	Organization Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Administration and Management Support Unit	
Position Number 441-601-1139-001	Location Los Angeles	Telework Option Hybrid
Classification Office Technician	Working Title Administrative Assistant	

General Description Under general direction, the Office Technician (Typing) provides a high level of confidential, administrative support, dealing with a variety of sensitive and complex issues in support of the Deputy Director, Assistant Deputy Directors, and Administration and Management Support Unit supervisor within the Health Care Cost Trends Branch.	
Supervision Received	Reports to the Staff Services Manager I in the Administration and Management Support Unit.
Supervision Exercised	None.
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.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video dataterminals and frequent contact with employees and the public. May require mobility to various OSHPD work areas and may include travel throughout the State.

Job Duties E = Essential, M = Marginal		
30%	E	Type correspondence for the Deputy Director's signature, as appropriate. This includes typing memoranda, meeting minutes, agendas, letters, and emails for Office-wide, Branch-wide or Department-wide distribution and drafting responses to written or verbal inquiries. Careful judgement must be exercised when handling sensitive and confidential mail and email. Serve as the contact person for correspondence. Review written correspondence and materials submitted by staff for accuracy, format, content, grammar, and completion, and revise correspondence and materials as necessary, prior to review by the Deputy Director. Route correspondence for approval in OHCA, provide due dates, and follow-up in a timely manner. Develop and maintain an automated system for planning, tracking, and monitoring the OHCA administrative projects, assignments, and recurring meetings; follow-up as necessary to ensure timeliness of all projects and assignments.
30%	E	Organize and maintain the appointment calendar for the Deputy Director and arrange meetings for the Deputy Director and the OHCA senior management team, prepare agendas, and adjust as necessary to scheduled meetings and events. Make travel arrangements for the Deputy Director, which involves advance preparation of materials required for the trip, preparation of a daily

itinerary, completion and submission of travel claim forms and supporting documentation, and monitoring of travel reimbursements.

20% E Review the request for personnel action (RPA) packages for OHCA recruitments. Packages include reviewing justification memoranda, duty statements, organizational charts, Authorization to Appoint (ATA) document and related paperwork and submitting to the Human Resources Services (HRS) in a timely manner; and other related work to ensure a complete RPA package.

15% E Establish and maintain positive relationships with the OHCA leadership and staff, the HCAI management team and other key stakeholders including the Director's Office, the Administrative Services teams, Information Services teams, and other HCAI division administrative assistants. Use effective communications across the department and promote consistency, transparency, and a unified message that conforms to HCAI core values and guiding principles. Establish mutually productive relationships with partners across the department. Drive toward proactive relationships and establish trust among partners that any OHCA functions are well managed and delivered successfully.

5% 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