

**Department of Health Care Access and Information**  
**Duty Statement**

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Health Facility Loan Insurance (OHFLI) <Enter unit name (optional)>	
<b>Position Number</b> 441-400-7500-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Career Executive Assignment (CEA) B	<b>Working Title</b> Deputy Director for Health Facility Insurance	

<b>General Description</b>	
<p>As a member of the Executive Management Team, the Deputy Director provides executive leadership and sets policies and procedures for the programs delegated to the Health Facility Loan Insurance Office within the Department of Health Care Access and Information (HCAI). The Deputy Director is responsible for the planning, development, implementation, administration, and assessment of the department's policies, programs, and procedures related to the OHFLI programs, which include loan insurance to public and non-profit health facilities financing capital needs.</p> <p>The Deputy Director serves as the principal financial and policy advisor to the Director and representative for all matters pertaining to the Cal-Mortgage Loan Insurance Program, other OHFLI programs, and healthcare finance broadly. Responsibilities include, but are not limited to: assessing the credit worthiness and financial viability of applicant health facilities, establishing program fees and premiums, maintaining the actuarial soundness of fund reserves, maintaining standards of control for assets of insured projects, developing criteria for the management of insured project defaults, developing policies that maintain a strong credit rating with Standard &amp; Poor's and other rating agencies, and managing program operations to mitigate the overall risk to the project portfolio.</p> <p>The Deputy Director is responsible for the management and administration of the OHFLI team with a focus on workforce management, training and development, succession planning, and the innovative use of research and data to inform program policy and meet customer needs. The Deputy Director also participates in department-wide strategic initiatives in support of HCAI's mission and goals. Additional responsibilities include collaboration with state and local entities, credit rating agencies, health care facilities and corporations, and other stakeholders.</p>	
<b>Supervision Received</b>	Reports directly to the Chief Deputy Director.
<b>Supervision Exercised</b>	Directly supervises 2.0 Health Facility Construction Financing Officers and other professional staff.
<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 prolonged sitting, use of telephone and computer, frequent contact with employees and the public. Also requires mobility to various HCAI work areas, Sacramento locations and the Los Angeles office. May require other travel as needed. Must be available for contact outside normal business hours including weekends and holidays.
<b>Job Duties</b> E = Essential, M = Marginal	

35%	E	<p>Exercise management responsibility and provide policy development and direction in the operation of the Cal-Mortgage Loan Insurance Program. In consultation with the Chief Deputy Director and Director, foster and enhance working relationships with the community, business members, and state officials. Negotiate sensitive financial issues impacting insured projects with executives, board members, local government entities, certified public accountants, legislators, other stakeholders, and concerned entities. Responsibilities include developing, evaluating, recommending, and maintaining:</p> <ul style="list-style-type: none"> <li>•Program eligibility criteria</li> <li>•Application review standards</li> <li>•Credit evaluation standards</li> <li>•Collateral valuation</li> <li>•Structural financial parameters of projects</li> <li>•Legal document and drawdown procedures</li> <li>•Portfolio co-insurance</li> <li>•Actuarial stability</li> <li>•Adequacy of fund and trust reserves</li> <li>•Insured project administration</li> <li>•Publication of annual program reports</li> <li>•Small project financing</li> <li>•Loan committee review process</li> <li>•Loan committee membership by-laws and reports</li> </ul>
30%	E	<p>Exercise management responsibility and provide policy development and direction in the operation of other OHFLI programs including the Small and Rural Hospital Relief Program, the Distressed Hospital Loan Program, and the Clinic Minimum Wage Waiver Program (SB 525). Working in consultation with the Chief Deputy Director and Director, extend working relationships with the community, business members, and state officials. Negotiate sensitive financial issues impacting various financing programs with executives, board members, state and local government agencies, legislators, and other stakeholders. Monitor program success and recommend new strategies to the Chief Deputy Director and Director related to the OHFLI programs, with goals to improve access to the health care delivery system for all Californians.</p>
20%	E	<p>Plan, organize, direct, and monitor the work of a multidisciplinary team in the administration of the OHFLI programs and delivery of the office's responsibilities. Provide management oversight in the development and dissemination of agency reports, documents, financial data, program material, and information regarding the OHFLI programs. Monitor the legislative bill analysis process impacting financial regulations and/or any OHFLI programs. Represent OHFLI in matters related to any OHFLI programs to the Legislature, in public hearings and presentations, and respond to requests for program information from interested stakeholders.</p>
10%	E	<p>Represent the Director on the nine-member citizen Advisory Loan Insurance Committee. In this capacity, serves as the state representative and Director's advisor, evaluates and recommends to the Director whether health facility loan applications are recommended for approval or if conditions are recommended for a loan approval.</p> <p>Direct communications and inform rating agencies about complex and sensitive matters concerning the financial viability of insured projects. May require travel to meet with Standard &amp; Poor's, Moody's, and Fitch financial institutions and provide detailed validation as to the actuarial soundness of the California Health Facility Construction Loan Insurance Fund. Develop and monitor procedures to prevent missed principal and interest payments.</p>

5% E Meet with officers and executive staff of insured health facilities, outside attorneys, financial consultants, certified public accountants, legislators, administrators of state health programs, local government officials, and other stakeholders regarding capital construction projects to improve the health care delivery system and seek advice from the public. Develop and recommend financial policy strategies to the Director related to the OHFLI programs.

Monitor health care reform regulations impacting loan insurance and related financing programs.

Perform other duties as required of an Executive Management Team member.

**Other Expectations**

- Demonstrate a commitment to HCAI’s Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI’s Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to performing duties in a sensitive and confidential manner.
- Demonstrate the ability to plan strategically, set realistic goals, and measure performance outcomes; prioritize work assignments and successfully complete by specified deadlines.
- Represent HCAI in an ethical manner with respect, professionalism, and integrity.
- 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.

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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.

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Employee Signature/Date

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Supervisor Signature/Date