

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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Workforce Development Operation Section	
<b>Position Number</b> 441-201-5393-701	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Associate Governmental Program Analyst	<b>Working Title</b> Operations Analyst	

<b>General Description</b> Under the direction of the Staff Services Manager I, the Operations Analyst independently performs a wide variety of the most complex analytical assignments, including budget oversight; fiscal policy analysis and formulation; financial reconciliation functions; acquisitions and contract management support; and budget forecasting, personnel costs, position management, and general administrative issues. The Operations Analyst conducts and reviews analytical studies and surveys; gathers tabulates, and analyzes financial data; formulates procedures and policies; prepares programmatic finance reports; makes recommendations on a broad spectrum of administrative and project-related problems.	
<b>Supervision Received</b>	Reports directly to the Staff Services Manager I – Finance Unit, Operations
<b>Physical Demands</b>	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.

<b>Job Duties</b> E = Essential, M = Marginal		
40%	E	Perform analytical tasks to develop and monitor Health Workforce Development’s budget. Monitor project activities to measure actual to planned performance and prepare expenditure projections for projects and programs. Perform analysis of budget expenditures and develop division budget reports and projections. Review monthly Fi\$Cal reports for reconciliation and accuracy. Develop Health Workforce Development’s internal budget and key Performance Indicators, and monitor progress towards those indicators. Manage Health Workforce Development’s budget request/approval process for new and ongoing programs and expenditures. Coordinate multi-year budgetary planning across all programs, including projections and expenditure plans. Provide cost estimates for implementation of proposed legislation, regulations, policies, processes, and programs.
40%	E	Track state operations, local assistance, and federal grant expenditures to ensure budgetary compliance. Gather, analyze, and report Health Workforce Development payables and receivables data in collaboration with the Department’s Office of Administrative Services (OAS). Work with OAS and internal staff and managers to track invoices and expenditure data, and prepare monthly and annual reports on the Office’s financial status. Work with contractors and the HCAI contracts/finance personnel to coordinate the acquisition and contract process. Provide consultation to Health Workforce Development managers and project coordinators on the status of program funds, project funds, and contracting. Develop and implement a standardized Health Workforce Development invoice approval process. Receive and review invoices, obtain approvals, and process invoice receipts within Fi\$Cal.

## Proposed

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| 10% | E | Perform analysis of Health Workforce Development personnel needs to project personnel costs and budget for new hires. Collaborate with managers to perform analysis and reporting of salary savings, equipment needs, training needs, and other projected savings and expenditures associated with personnel.   |
| 5%  | E | Identify opportunities for process automation and process improvement to increase operational efficiencies and effectiveness, and to better serve Health Workforce Development's customers. Initiate Health Workforce Development administrative and financial process improvements, including identifying, analyzing, documenting, and implementing streamlined processes. From a comprehensive viewpoint, coordinate, monitor, and audit Health Workforce Development expenditures related to personnel, programs, contracts, procurements, facilities, and other expenses associated with Health Workforce Development administration. |
| 5%  | M | Perform other related duties as required.   |

### Other Expectations

- 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.
- Demonstrate a commitment to maintaining positive relationships and building a culture of respect and collegiality.
- 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.

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Employee Signature/Date

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Supervisor Signature/Date