

DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist II	Position Number: 580-401-8336-002
Working Title: Division Policy Specialist	Work Location: 1616 Capitol Avenue, Suite 616, Sacramento
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: N/A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by developing, evaluating, and researching HIV/AIDS health policy issues, coordinating legislative and regulatory activities; and leading collaborations with other CDPH programs and external agencies to ensure eligible clients living with HIV/AIDS have access to life-saving care and treatment.

The incumbent works under the direction of the Division Chief and Assistant Division Chief. The Health Program Specialist (HPS) II is responsible for providing a high level of expertise in HIV/AIDS policy and law for the purpose of carrying out critical functions of the Office of AIDS (OA) as mandated in California Health and Safety Code Section 131019, which designates the OA as the lead agency responsible for coordinating state programs, services, and activities. The HPS II oversees all legislative and regulatory activities for OA and serves as the Division's expert advisor and specialist on state and federal HIV/AIDS public health policies.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Oversees OA's legislative and regulatory policy work and implementation. Coordinates, develops, and provides leadership to OA managers in order to produce thorough bill analyses with clear communication of ideas, arguments, and credible use of data to support OA's position. Independently performs high-level statutory and regulatory analyses, such as assessing the need to amend statute and/or regulation to more effectively carry out HIV public health activities and makes recommendations to the Division Chief and Assistant Division Chief. Leads the development and completion of highly sensitive and critical OA briefs and legislative-based responses to the Legislature, California Department of Finance, California Health and Human Services Agency, and/or Legislative Analyst's Office. Drafts legislative testimony for the Division Chief. Works regularly with the CDPH legal counsel to address HIV/AIDS-related legal issues. Tracks all bill analyses and responses to the Legislature and Legislative Analyst's Office. Attends executive level meetings, as needed, with the Division Chief and Assistant Division Chief to provide consultation on state/federal policy and legislative and regulatory matters. Serves as the OA lead liaison to CDPH's Office of Legal Services, Office of Legislative and Governmental Affairs, Office of Regulations, CDPH Privacy Office, and CDPH Information Security Office.
- 30% Serves as the Division subject matter expert advisor (Lead Division Policy Specialist, HPS II) in a lead capacity for OA on state and federal HIV/AIDS legislation, regulation and policy. Independently researches, evaluates, and makes recommendations on critical sensitive public health policy including federal guidance from the National HIV/AIDS Strategy, Health Resources and Service Administration, Centers for Disease Control and Prevention, and Centers for Medicare and Medicaid Services. Works closely with Office of Legal Services to evaluate legal issues related to OA policy decisions in response to federal/state laws. Participates in OA internal and external work groups.
- 20% Oversees and tracks reporting of OA's information security incidents and breaches working with OA Branches and the CDPH Privacy Office and CDPH Information Security Office to ensure compliance with HIPPA and departmental statutes and policies.

Marginal Functions (including percentage of time)

- 5% Attends and participates in meetings and work groups as assigned.
- 5% Performs other HPS II-related duties as assigned.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: Daren Saechao	Date 1/20/2021		