

DUTY STATEMENT

Class Title Health Program Specialist II	Position Number 805-600-8336-006
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit N/A	
Section Program Operations, Fiscal Health Education Team	
Branch N/A	
Division Benefits Division	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary: The Health Program Specialist II (HPS II) serves as the Program Operations, Fiscal & Health Education Team's lead specialist in developing and monitoring Branch projects, acts as a program liaison with staff in other programs at the Federal, State, and local level, and works collaboratively with a multidisciplinary team in the administration of the statewide Every Woman Counts (EWC) program within the Department of Health Care Services (DHCS), Benefits Division (BD). The HPS II will function as a highly skilled, technical program consultant which provides analysis of current and proposed federal and state requirements, makes recommendations on strategies based on data and research, and coordinates the development of policy and procedures to align with departmental, state and federal statutes. Additionally, the HPS II monitors and tracks state and federal budgets and grants, reconciles expenditures to ensure expenditures remain within budget authority approved by the state legislature, analyzes revenue and expenditure data to identify current or potential problems and formulates solutions, and assists with the computation of federal matching funds. The HPS II, as the lead specialist, must possess extensive knowledge in breast and cervical cancer public health prevention practices, the principles of the social determinants of health, evidence based interventions and evaluation, and experience in program and fiscal management. The HPS II must have the ability to work independently and act as program liaison with managers and staff in other programs at the federal, state and local level; take the lead on a variety of project activities; manage timelines for projects; provided consultation and technical assistance to upper management and State staff; complete tasks and provide quality work products with minimal supervision including the oversight of multiple projects, identifying and establishing priorities while working in a fast paced and continually changing work environment. The HPS II must be organized, adaptable, and flexible and possess strong written and oral communication skills.

Supervision Received: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Operations, Fiscal Health Education Team.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time Essential Functions

30% Serves as a lead, working with BD staff to develop, implement, and evaluate EWC special projects. Reviews and analyzes innovative researched-based strategies, as well as

independently contributes to the development of objectives, strategies, activities, outcomes and quality assurance/improvement goals. Identifies opportunities for program improvement by providing professional education training recommendations for BD staff and program contractors. Plans, coordinates, reviews, and edits completed staff work to ensure thorough analysis, appropriate recommendations, and the clear communication of ideas and arguments. Provides clear and concise feedback to upper management and BD staff on the status of EWC Program projects.

25% Coordinates the review, development and/or modification of new and/or existing federal program polices to ensure proper implementation and oversight, in accordance with federal requirements. Develops federal grant scopes of work, program deliverables, process, and procedures. Provides technical assistance and guidance to BD staff and upper management regarding federal grant requirements.

15% Monitors and tracks BD state and federal budgets and grants, reconciles BD expenditures to ensure expenditures remain within budget authority approved by the state legislature, analyzes revenue and expenditure data to identify current or potential problems and formulates solutions, and assists with the computation of federal matching funds. Acts as a program liaison with other divisions, including but not limited to Accounting, Budgets, Fiscal Forecasting and the Administrative Services Unit.

15% Works closely with BD Team managers and staff in the development of federal and/or state grant applications, including quarterly and other interim progress reports. Manages tasks related to the relevant sections of federal and/or state grants, ensuring that deadlines are met.

10% Represents BD regarding the EWC program at teleconferences, conferences, trainings and through group communication channels. Maintains a liaison role and serves on committees and task forces with other DHCS division, California state partners, and appropriate national and state organizations.

Percent of Time Marginal Functions

5% Other duties as needed and appropriate for the classification.

Employee's signature	Date
Supervisor's signature	Date