

**DUTY STATEMENT**

Class Title Health Program Specialist I	Position Number 805-068-8338-001
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit CCS and MTP	
Section Special Populations	
Branch Medical Operations and Policy	
Division Integrated Systems of Care	

This position requires the incumbent adhere to the mission and core values of the Department of Health Care Services and Integrated Systems of Care Division (ISCD); 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 unit supports the California Children’s Services, Medical Therapy Program, Whole Child Model, and the Title V Block Grant programs efforts. Hereafter, referred to collectively as Programs. The unit is responsible for contributing to the development of the Programs’ regulations, policies and procedures (P&P), and ensuring the P&Ps are fully implemented and properly followed.

**Supervision Received:** Under the direction of the Health Program Manager I, Chief of the CCS and MTP Unit.

**Supervision Exercised:** None

**Description of Duties:** This position is engaged in the planning, implementation, evaluation and monitoring of health programs. The incumbent performs the highly skilled, technical program consultations in areas of extreme sensitivity and with responsibility for coordinating the development of broad policy with multiple departmental, immediate and long-range impact. The incumbent carries out a wide variety of health Programs’ administration assignments, such as, to evaluate and research health policy issues; coordinate health program activities; disseminate information to agencies; prepare, monitor and evaluate contracts for compliance with health regulations; develop and submit grant proposals for funding; define new programs and identify resources required; apply and recommend changes in health regulations; policies and procedures; plan and perform staff work for health-related advisory committees; perform or supervise complementary staff support functions; manage or supervise complex major health programs or projects; and represent the department with local, state, federal and private jurisdictions. The incumbent will inform the Chief of the CCS and MTP Unit of current activities, assignments, projects, deliverables, achievements, operating problems, vulnerabilities, issues, and concerns.

**Percent of Time Essential Functions**

40%

Performs the highly skilled, technical program consultation assignments in the research, development, and recommendations of Programs’ P&Ps, policy changes, letters, and forms management; including duties associated with stakeholder engagement and advisory groups. Provides statewide technical assistance and consultation to outside entities such as contractors, providers, and counties. Monitors

compliance with all Programs’ standards and requirements. Serves as a technical expert in the area of the Programs’ statewide policies, procedures, and policy changes. Reviews, researches and develops the more complex policy letters for new policy and revisions. Reviews and evaluates proposed federal and state legislation related to the Programs.

30% Performs the highly skilled, technical program consultation assignments in the development and coordination of contract scope of work; procurement; vendor scope of work; and, audit and compliance associated with the Programs.

15% Independently develops and coordinates interagency agreements; contract scope of work; procurement; vendor scope of work; and, audit and compliance associated with the Programs. Coordinates with other staff to develop training, education, and technical assistance of new Program providers. Regularly reviews and evaluates assignments’ progress to update management; ensures coordination and cooperation between various entities involved.

10% Performs the highly skilled, technical program consultation assignments in the development and coordination of Programs’ budget, including but not limited to: policy changes, budget change concepts, and budget change. Performs the highly skilled, technical program consultation assignments in the development and coordination legislative proposals, legislative analysis, and media requests associated with the Programs.

**Percent of Time Marginal Functions**

5% Perform other related duties that are within the scope of this classification, as required.

Employee’s signature	Date
Supervisor’s signature	Date