

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-120-8338-003				
UNIT NAME AND CITY LOCATED Medical Services Division, Telemedicine, Allied Health, and Utilization Management Support, Elk Grove	CLASSIFICATION TITLE Health Program Specialist I				
	WORKING TITLE HPS I (Pharmacy Support)				
	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO Headquarters Elk Grove, CA 95758				
INCUMBENT (if known)	EFFECTIVE DATE				

YOU ARE A VALUED MEMBER OF CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.

PRIMARY DOMAIN:

Under the direction of the Health Program Manager III, the Health Program Specialist (HPS) I is a highly skilled technical subject matter expert who performs a variety of tasks related to administration of the statewide Pharmacy and other healthcare programs including: planning, implementation, evaluation and monitoring of health program and special studies or projects. The HPS I researches and evaluates health policy issues, coordinates health program activities, disseminates information to stakeholders.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS

40%

Coordinates and collaborates with internal and external stakeholders in project planning and reporting for Allied Health Services and Utilization Management Programs. Independently reviews, researches, analyzes, and prepares complex written documents to ensure that identified health program projects, goals, and objectives are accomplished in compliance with state policies and regulations. Provides leadership and facilitates recommendations to Division executives in the planning, monitoring, evaluation, and improvement of department goals and health programs. Provides oversight for division projects. Manages and updates program schedules, policies, procedures, and programmatic forms as needed, in a timely manner. Provides training to internal and external stakeholders on management reporting tools and health program overviews. Evaluates workload and assess procedures, related to Allied Health Services and Utilization Management programs, to streamline processes create staffing requests, as necessary Ensures compliance with CCHCS health care policies and procedures utilizing communication, teamwork, analytical and organizational skills in facilitating program objectives. Continually assesses and directs a wide range of programmatic issues including long range planning, developing projects, analyzing administrative workflow, maintaining databases, communicating with stakeholders regarding any range of health program issues, and managing internal and external program relations serving as subject matter expert (SME).

30%	Develops and designs materials, forms, templates, and other tools to support Medical Services Division needs. Monitors and evaluates complex datasets relating to medical student rotations utilizing various database management programs (i.e., Access, Excel). Gathers information, coordinates with clinical subject matter experts regarding program needs, and provides recommendations to executive staff regarding the solutions to meet those needs. Assists in the development, deployment, and monitoring of various health care programs using effective communication, analytical and organizational skills, and project management tools.
25%	Provides consultation in work groups comprised of multi-disciplinary health care executives that make decisions with significant impact on Medical Services. Develops and maintains assessment tools used for monitoring and evaluating Medical Services program areas related to staffing needs and requirements. Provides support for complex workgroups. Writes new policy and modifies existing policy, as needed. Collaborates with regions, staff in the field, and health care executives at headquarters to resolve barriers. Tracks and determines current activities and status in an effort to measure the program's effectiveness.
5%	Performs other related duties as assigned.
<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.</p> <p><i>Ability to:</i> Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.</p> <p>DESIRABLE QUALIFICATIONS</p> <p><i>Interpersonal Skills:</i> Work independently in a team setting; ability to communicate effectively with staff at all reporting levels and classifications; ability to adapt to and be flexible with changes to assignments and situations.</p> <p><i>Pharmacy Theory & Operations:</i> Knowledge and/or experience of pharmacy-related theory, operations, medication management and policy development.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or</p>	

	otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE