

Duty Statement

Classification: Health Program Specialist I	
Working Title: Health Program Specialist I	
Program:	
Division: Safety Net Financing Division	Branch: Provider Payments and Policy Branch
Section: Fee and Supplemental Payments Section	Unit: Provider Reimbursements Unit
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Number: 805-750-8338-008
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 4 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary:</p> <p>The Health Program Specialist (HPS) I independently and in a lead capacity performs highly technical and complex analytical administration of the Physician Non-Physician Practitioner Program (PNPP) program. The incumbent will independently lead the preparation of a new payment validation and reconciliation process for PNPP and routine analytical activities including program eligibility determination, time study distribution and tracking, approving and processing program reimbursement claims, reviewing cost reports and other records and charts; developing and updating program forms and documents; developing and updating internal and external policies and procedures; preparing program reports regarding payment history and summary and status of program activities. Successful completion of these activities requires contact with the program participants and state resources that provide program support, information and data.</p>	
<p><i>The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

Description of Duties:	
% Of Time	Essential Functions
35%	<p>Researches, analyzes, interprets and applies State and Federal statutes, regulations, policies and procedures, and prepares a comprehensive new payment validation and reconciliation process for PNPP. This requires extraction and analysis of data from MIS/DSS and cost reports to reconcile against paid claims from prior years, working closely with Center for Medicare & Medicaid Services (CMS), Audits and Investigations, designated public hospitals (DPH), facilities, outside agencies and associations, legal, and upper management. Responsible for preparing various reports and implementing data gathering techniques and research methods to ensure accuracy and the validity of program outcomes.</p> <p>Formulates solutions, recommendations and procedures involved in assessing the PNPP programs needs for purposes of ongoing implementation and to ameliorate any longstanding complex programmatic issues.</p>
30%	<p>Develops, implements, and administers claims payment processes to draw down Federal Financial Participation (FFP) for payments. Processing of claims for payment and recoupment includes the analysis of time studies, claims, back up documentation for verification of data and reconciliation of claims. Monitor the expenditure of funding to DPHs on a quarterly basis.</p>
20%	<p>Researches, analyzes, interprets and applies State and Federal statutes, regulations, policies and procedures, in the preparation of contracts and amendments for claiming federal financial participation between the DPHs and Department of Health Care Services (DHCS). Leads in addressing legal and policy issues; leads in program related meetings with internal and external clients and upper management; conference calls, and e-mail exchange regarding program issues and changes. Review and analyze cost report information to ensure that it meets the CMS standards.</p>
10%	<p>Prepares budget estimates, fiscal reports, and other management reports, as required. Drafts and/or analyzes applicable proposed legislation, legislative reports, bill analyses, implementation plans, regulations, State Plan Amendments, general correspondence, issue memos, and other written analyses/proposals. Provides oversight for other PRU supplemental payment programs, as necessary.</p>

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under General Supervision

Of the (enter supervisor classification): Staff Services Manager I

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None

Clerical Staff Analytical Staff Technical Staff

Professional Staff Supervisory Staff Managerial Staff

Special Requirements:

Medical Evaluation /Clearance Typing Certificate Valid Driver’s License

Background Check / Finger Printing Clearance

Valid Professional License (please specify): _____

Desirable Qualifications:

Strong written and verbal communication skills.
 Detailed organization and planning skills.
 Ability to research, critically analyze, and interpret information.
 Strong analytical and problem-solving skills.
 Computer (word processing, spreadsheet, and email) skills.

Working Conditions (Check all that apply):

Prolonged Periods of: Travel May be Required:

Standing Sitting Kneeling Bending Occasional Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	<p>Check 'Yes' if this position is eligible for a telework schedule.</p> <p>If 'Yes' is checked, in the next fields enter the maximum number of telework days allowable for this position. Then select if the maximum number of telework days will be 'per week' or 'per month'.</p> <p>Check 'No' if this position is not eligible for a telework schedule.</p>
COI Classification:	<p>Check 'Yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>Check 'No' if this position is not designated under the Conflict of Interest Code.</p>
Bilingual Fluency:	<p>Check 'Yes' if this position is bilingual certified.</p> <p>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.</p> <p>Check 'No' if this position is not bilingual certified.</p>
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p>Essential Functions: Assess whether the performance of a functions is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p>Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>
Supervision Received:	<p>Select the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.</p> <p>Under Close Supervision: Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.</p> <p>Under Supervision: The position is subject to continuous and direct control.</p> <p>Under General Supervision: The position is subject to a minimum of continuous and direct control.</p> <p>Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey-person or fully qualified worker.</p> <p>Under General Direction: Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.</p> <p>Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OFP).</p>