

**DUTY STATEMENT**

Civil Service Classification: Health Program Specialist II	
Working Title: Health Program Specialist II	Position Number: 803-100-8336-001
Unit:	COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Section: Behavioral Health Digital and Operations Section	Telework Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Branch:	Maximum Number of Telework Days: 4
Division: Office of Strategic Partnerships	Bilingual Fluency (Specify language):
Program: Children and Youth Behavioral Health Initiatives and C	

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 and efficient manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

**Job Summary:**

The Office of Strategic Partnerships (OSP) is responsible for leading the implementation of department-wide initiatives, such as the Children and Youth Behavioral Health Initiatives (CYBHI) and CalHOPE. Partnerships through CalHOPE include the Governor's Council on Physical Fitness and Mental Well-Being, multiple professional sports teams, prominent musicians, and trusted messengers reaching diverse populations of California. The OSP coordinates and collaborates with DHCS programs, the California Health and Human Services Agency (CalHHS), departments under CalHHS, and stakeholders to form new strategic partnerships, such as new initiatives with California's public payers and new partnerships with innovators. The OSP works directly with stakeholders, including advocacy groups, providers, counties, health plans, innovation and philanthropy sectors, other state agencies, the Legislature, CalHHS, the media and numerous statewide organizations on all matters related to the work of the OSP.

**Supervision Received:**

- |  |   |
|--|---|
| <input type="checkbox"/> Under close supervision   | <input type="checkbox"/> Under direction                    |
| <input type="checkbox"/> Under supervision         | <input checked="" type="checkbox"/> Under general direction |
| <input type="checkbox"/> Under general supervision | <input type="checkbox"/> Under administrative direction     |

**Of the (enter supervisor classification):****Supervision Exercised:**

- |  |   |
|--|---|
| <input type="checkbox"/> Multi-disciplinary Staff (Check all that apply) | <input checked="" type="checkbox"/> Non-Supervisory Classification / None |
| <input type="checkbox"/> Clerical Staff                                  | <input type="checkbox"/> Professional Staff                               |
| <input checked="" type="checkbox"/> Analytical Staff                     | <input type="checkbox"/> Supervisory Staff                                |
| <input checked="" type="checkbox"/> Technical Staff                      | <input type="checkbox"/> Managerial Staff                                 |

*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.*

<b>Description of Duties:</b>	
<b>Percent of Time</b>	<b>Essential Functions</b>
<b>45%</b>	Provide expert level consultation and lead OSP initiatives. Independently research and evaluate critical, complex, and sensitive behavioral health policy issues and provides related recommendations, subject matter expertise, and technical assistance to ensure successful implementation of the CYBHI and other behavioral health initiatives. Develop and write policy documents. Prepare for and conduct presentations for internal and external audiences. Develops policy options and recommendations related to sensitive and complex issues that inform and guide executive leadership decision making. This includes exploring and defining problems, consulting with staff within and outside of the Division, conducting research, extracting information from various data sources to develop assumptions and associated policy impacts, preparing and presenting high-quality professional written reports of findings, and recommending strategies for resolution of a variety of significant issues.
<b>40%</b>	Serve as the OSP's technical expert and lead on the CYBHI and other behavioral health initiatives. Responsibilities of the OSP include: Develop, launch, and implement the CYBHI, as well as other initiatives, with continuous quality improvement and evaluation. Conduct research and planning activities; convene and engage with stakeholders to guide program development. Serve as liaison for cross-departmental coordination; collaborate with DHCS divisions and contracted consultants/vendors, as appropriate, to ensure successful implementation of CYBHI and other program initiatives. Draft Request for Proposal (RFP) for the Behavioral Health Services Virtual Platform (BHVSP) and any necessary behavioral health services contracts; conduct procurement activities, including reviewing/scoring/awarding RFP bids; maintain and monitor contract compliance, including monitoring timely submission of deliverables and financial reconciliation; reviewing/approving contract deliverables, effectuate payments to contractors, as appropriate; conduct regular contract oversight meetings and provide technical assistance, as needed; assess risks and evaluate contractor performance; provide regular status updates to Executive management, as well as other internal and external stakeholders. Develop grants to strengthen school-linked service capacity and improve behavioral health infrastructure; prepare grant documentation; review and score grant applications; implement grants, including monitoring timely submission of deliverables and financial reconciliation of grant expenditures; manage grantees, including health plans, county behavioral health plans, community-based organizations (CBOs), and schools; review grant deliverables and provide constructive feedback to grantees; provide regular technical assistance to grantees; evaluate grantee performance in meeting grant objectives; write grant reports and present grant findings to Executive leadership, as well as other internal and external stakeholders. Analyze behavioral health provider network data and make recommendations to improve delivery system infrastructure; prepare data reports and present recommendations to Executive management and other internal/external stakeholders. Develop grants to scale-up age appropriate behavioral health evidence-based program; prepare grant documentation; review and score grant applications; implement grants, including monitoring timely submission of deliverables and financial reconciliation of grant expenditures; manage grantees, including health plans, county behavioral health plans, community-based organizations (CBOs), and schools; review/approve grant deliverables and provide constructive feedback to grantees; provide regular technical assistance to grantees; evaluate grantee performance in meeting grant objectives; write grant reports and present grant findings to Executive leadership, as well as other internal and external stakeholders.

**Description of Duties:**

<b>Percent of Time</b>	<b>Essential Functions</b>
20%	<p>Identify gaps in education and training of health plans, providers, and practitioners; develop training curricula and materials; conduct training seminars, virtually and in-person; evaluate the effectiveness of training; and, present training outcomes and recommendations to Executive management and other internal/external stakeholders.</p> <p>Communicate regularly with the OSP leadership team; provide regular written and/or oral updates on status of initiatives; coordinate with other DHCS divisions regarding implementation of OSP initiatives. Manage, track, and develop workflow processes for a wide variety of high-impact projects. Provide leadership and direction to analysts also working on these initiatives using strength-based, clear communication, constructive feedback, teamwork, and strong organizational and writing skills.</p>
<b>Percent of Time</b>	<b>Marginal Functions</b>
5%	Perform other job-related duties as directed

**Special Requirements:**

- Medical Evaluation/Clearance
- Typing Certificate
- Valid CA License (Please Specify Type):
- Background Check/Fingerprinting Clearance
- Other:

**Desirable Qualifications:**

- Knowledge of the public behavioral health system, including delivery systems and services
- Knowledge of the principles and practices of federal and state policies for Medicare and Medicaid
- Experience supervising/managing projects and high-performing teams
- Ability to develop new processes and procedures for a new program area, and goals and strategic plans to meet organizational objectives
- Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders
- Ability to multi-task and adapt to a changing environment; functioning effectively under demanding and competing deadlines and priorities
- Ability to work on confidential and sensitive assignments, and consistently exercise a high degree of initiative, independence, sound judgment in performing assigned tasks
- Ability to analyze situations and adopt effective courses of actions and/or processes
- Ability to conduct independent research, including literature reviews, and make recommendations to Executive management
- Demonstrated knowledge, experience, and technical ability related to federal and state regulatory and legislative processes
- ~~Effective communication, business acumen, decision-making, and problem-solving skills~~

**Working Conditions (Check all that apply):**

- Prolonged Periods of:
- Bending
  - Sitting
  - Kneeling
  - Standing
- Requires Lifting of Heavy Objects up to:
- Travel May be Required:
- Occasional
  - Call Center
  - Over Night

**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.

Print Employee's Name	Employee's Signature	Date Signed

**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.

Print Supervisor's Name	Supervisor's Signature	Date Signed

**DUTY STATEMENT**

Civil Service Classification: Health Program Specialist I	
Working Title: Health Program Specialist I	Position Number: 803-100-8338-XXX
Unit:	COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Section: Behavioral Health Digital and Operations Section	Telework Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Branch:	Maximum Number of Telework Days: 5
Division: Office of Strategic Partnerships	Bilingual Fluency (Specify language):
Program: Children and Youth Behavioral Health Initiatives and C	

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<b>Description of Duties:</b>	
<b>Percent of Time</b>	<b>Essential Functions</b>
<b>45%</b>	<p>Provide highly skilled, technical program consulting and implement OSP initiatives. Independently research and evaluate critical, complex, and sensitive behavioral health policy issues and provides related recommendations, subject matter expertise, and technical assistance to ensure successful implementation of the CYBHI and other behavioral health initiatives. Develop and write policy documents. Prepare for and conduct presentations for internal and external audiences. Develops policy options and recommendations related to sensitive and complex issues that inform and guide executive leadership decision making. This includes exploring and defining problems, consulting with staff within and outside of the Division, conducting research, extracting information from various data sources to develop assumptions and associated policy impacts, preparing and presenting high-quality professional written reports of findings, and recommending strategies for resolution of a variety of significant issues.</p>
<b>40%</b>	<p>Assist OSP's technical expert and lead on the CYBHI and other behavioral health initiatives. Responsibilities of the OSP include: Develop, launch, and implement the CYBHI, as well as other initiatives, with continuous quality improvement and evaluation. Assist with conducting research and planning activities; convene and engage with stakeholders to guide program development. Assist with cross-departmental coordination; collaborate with DHCS divisions and contracted consultants/vendors, as appropriate, to ensure successful implementation of CYBHI and other program initiatives. Assist with drafting Request for Proposal (RFP) for the Behavioral Health Services Virtual Platform and any necessary behavioral health services contracts; conduct procurement activities, including reviewing/scoring/awarding RFP bids; maintain and monitor contract compliance, including monitoring timely submission of deliverables and financial reconciliation; reviewing/approving contract deliverables, effectuate payments to contractors, as appropriate; assist with the facilitation of contract oversight meetings and provide technical assistance, as needed; assess risks and evaluate contractor performance; provide regular status updates to Executive management, as well as other internal and external stakeholders. Assist with the development of grants to strengthen school-linked service capacity and scale up age appropriate behavioral health evidence-based programs; prepare grant documentation; review and score grant applications; implement grants, including monitoring timely submission of deliverables and financial reconciliation of grant expenditures; manage grantees, including health plans, county behavioral health plans, community-based organizations, and schools; review grant deliverables and provide constructive feedback to grantees; provide regular technical assistance to grantees; evaluate grantee performance in meeting grant objectives; write grant reports and present grant findings to Executive leadership, as well as other internal and external stakeholders. Prepare data reports and present recommendations to Executive management and other internal/external stakeholders. Identify gaps in education and training of health plans, providers, and practitioners; develop training curricula and materials; conduct training seminars, virtually and in-person; evaluate the effectiveness of training; and, present training outcomes and recommendations to Executive management and other internal/external stakeholders.</p>

**Description of Duties:**

Percent of Time	Essential Functions
<p style="text-align: center;"><b>20%</b></p>	<p>Identify gaps in education and training of health plans, providers, and practitioners; develop training curricula and materials; conduct training seminars, virtually and in-person; evaluate the effectiveness of training; and, present training outcomes and recommendations to Executive management and other internal/external stakeholders.</p> <p>Communicate regularly with the OSP leadership team; provide regular written and/or oral updates on status of initiatives; coordinate with other DHCS divisions regarding implementation of OSP initiatives. Assist with the development and implementation of workflow processes and policies and procedures for a wide variety of high-impact projects. Collaborate with and act as a subject matter expert for other analysts also working on these initiatives using strength-based, clear and concise communication, , fostering teamwork, and demonstrating strong organizational and writing skills</p>
Percent of Time	Marginal Functions
<p style="text-align: center;"><b>5%</b></p>	<p>Perform other job-related duties as directed.</p>

**Special Requirements:**

- Medical Evaluation/Clearance                       Background Check/Fingerprinting Clearance  
 Typing Certificate     Other:  
 Valid CA License (Please Specify Type):

**Desirable Qualifications:**

- Knowledge of the public behavioral health system, including delivery systems and services
- Knowledge of the principles and practices of federal and state policies for Medicare and Medicaid
- Experience supervising/managing projects and high-performing teams
- Ability to develop new processes and procedures for a new program area, and goals and strategic plans to meet organizational objectives
- Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders
- Ability to multi-task and adapt to a changing environment; functioning effectively under demanding and competing deadlines and priorities
- Ability to work on confidential and sensitive assignments, and consistently exercise a high degree of initiative, independence, sound judgment in performing assigned tasks
- Ability to analyze situations and adopt effective courses of actions and/or processes
- Ability to conduct independent research, including literature reviews, and make recommendations to Executive management
- Demonstrated knowledge, experience, and technical ability related to federal and state regulatory and legislative processes
- ~~Effective communication, business acumen, decision-making, and problem-solving skills~~

**Working Conditions (Check all that apply):**

- Prolonged Periods of:    Travel May be Required:  
 Bending                       Sitting                       Occasional                       Over Night  
 Kneeling                       Standing                       Call Center  
 Requires Lifting of Heavy Objects up to:

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