

**Duty Statement**

Classification: Health Program Specialist II	
Working Title:	
Program: Quality and Population Health Management	
Division: Quality and Population Health Management	Branch:
Section: Population Health Management Policy	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 803-096-8336-912
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5 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><b>Job Summary:</b></p> <p>The Health Program Specialist II (HPS II) has the lead responsibility for the development of the Medi-Cal PHM service utilizing DHCS policies and leveraging Medi-Cal data to provide integrated support for risk stratification, tier assignment, decision making and care delivery. The incumbent will ensure transparency and accessibility such that the service can serve numerous elements of the healthcare system including managed care plans, counties, other social service agencies, delivery systems and provider networks, Medi-Cal programs, other partners, and beneficiaries themselves to understand their needs. The HPS II will work to reduce the administrative silos and foster coordination among these entities, which is a key barrier to effective PHM.</p> <p>The HPS II performs function that are sensitive and critical to the creation of a PHM service, including providing program expertise for the procurement and implementation of the PHM service and defining PHM analytic needs such as risk stratification and dashboards that will allow plans or case managers within plans to see both individual level data and aggregate data to help with population management. The HPS II will develop policy expertise for a specific population (such as adults, children, and/or dual eligible) which will be critical to design a service that can meet the specific clinical, behavioral and psycho-social needs of unique populations.</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>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
45%	Provides project management leadership and direction to external contractor in the planning, procurement and implementation of the Medi-Cal PHM service. Acts as subject matter expert and leads on projects and coordinates with appropriate staff within internal QPHM, DHCS and external contractor to ensure all aspects of the project are adequately represented. Exercises independent decision-making in resolving issues and problems related to assigned projects and tasks. Analyzes proposed legislation and program changes related to PHM activities. Communicates sensitive and critical program information to all levels of state government, federal oversight agencies, county governments, health plans, Medi-Cal members, and other interested parties. Seeks and incorporates input as appropriate. Exercises independent decision-making in resolving issues and problems related to assigned projects and tasks.
25%	Independently researches, analyses, and defines assigned populations (children, adult, or dual eligible) including information on population size, demographics, health factors, social determinants of health, etc. Assists with the development of the risk stratification development and tiers and dashboards that will allow DHCS to identify specific members who may benefit from wellness, prevention, and disease management activities; members who can benefit from case management; and members who are at risk for developing complex health issues.
15%	Evaluates data and identifies gaps in care, segment members into groups that it will then be used to develop and implement case management, wellness, and health improvement programs and strategies. Based on research, analysis, and consultation, composes project plans, policy letters, and reports information and findings with DHCS management appropriate entities
10%	Provides consultation and technical assistance to entities i.e. counties and health plans pertaining to PHM service and usage. Incorporates PHM information into the Comprehensive Quality Report. Ensure compliance with the state and federal requirements and independently updates policy guidance for management review. Gathers information and data to evaluate program development and implementation, and make recommendations based on analysis of data as appropriate. Develops and coordinates departmental responses to incoming correspondence from legislators, other state and federal agencies, providers, interest groups, and the general public on matters of quality, equity, and PHM.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Other special projects as assigned within the scope of the classification.

**Supervision Received:** Under General Direction

**Of the (enter supervisor classification):** Population Health Management Services Section Chief

**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:**

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

Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Travel May be Required:  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><b>Essential Functions:</b> 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><b>Marginal Functions:</b> 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><b>Under Close Supervision:</b> Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> 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><b>Under General Direction:</b> 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><b>Under Administrative Direction:</b> 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>