

Duty Statement

Classification: Health Program Specialist I	
Working Title:	
Program: Health Care Benefits and Eligibility	
Division: Medi-Cal Eligibility Division	Branch: Eligibility & Access Branch
Section: Access & Application Section	Unit: N/A
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Number:
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 I (HPS I) in the Eligibility and Access Branch (EAB), Medi-Cal Eligibility Division (MCED), leads system improvement activities, coordinates program implementations, analyzes data, coordinates budget activities with Fiscal Forecasting, and compiles reports for the Centers for Medicare and Medicaid Services (CMS) and the Legislature detailing eligibility activities for the programs assigned to EAB. The HPS I functions as a highly skilled technical program consultant in the Childrens Health Insurance Program and areas of extreme sensitivity with responsibility for coordinating the development of broad policy with immediate and long-range impacts. This includes working with the Department of Health Care Services (DHCS) administrative vendor, and a variety of program stakeholders that include legislative staff, other state agencies, county and federal staff, and advocacy groups, community based organizations to coordinate and resolve policy issues related to the programs. The HPS I acts as a liaison and responds to regular inquiries from internal and external stakeholders such as the Consumer Focused Stakeholder Workgroup, prepares training and program presentation materials and participates in meetings with stakeholders, county representatives, and the administrative vendor specific to program and policy guidance.</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
45%	Responsible for leading high level branch activities including preparation and tracking of State Plan Amendments, system improvement activities, program implementation efforts for the pregnancy and children programs overseen by EAB, analyzing data and access trends for children and pregnant women, and coordinating budget activities, such as policy changes, with fiscal forecasting for the EAB and MCED. As the lead for high level projects, the HPS I coordinates all project documentation and ensures the documentation meets standards, and archives are accessible and correctly filed so there is a historical record for future auditing and/or business needs. Develops manuals and procedures for high priority assignments within the branch and updates both the records and branch staff as needed throughout year. Work within EAB is varied and the HPSI must analyze the tasks and timelines required to successfully complete the assignment and independently assure the timely completion of these high priority assignments.
15%	Analyzes data and compiles various reports by obtaining data from multiple data sources such as MEDS, MIS/DSS and MAXIMUS. Analyzes data trends, enrollment status, disenrollment (other than at annual renewal), annual renewal, retention of transitioned children, appeals/complaints, new applicants, assigned aid codes as needed to respond to CMS, media, stakeholders, or legislative inquiries.
15%	Coordinator for program outreaches and engagement, liaison between DHCS and stakeholders for program policy guidance and implementations. Prepares training modules and program presentations for stakeholders.
10%	Communicates status of program initiatives and changes to DHCS staff and executive management. Participates in Bi-Weekly meetings as liaison between DHCS and Administrative Vendor, ensuring changes are communicated and enacted under direct supervision of the Access and Application Section Chief.
10%	Assists as the liaison between stakeholders such as the Consumer Focused Stakeholder Workgroup and AB1296. Responds to incoming calls, emails, and physical mail, including complaints, questions, and correspondence from the Legislature, stakeholders, counties, and DHCS staff. Prepares, negotiates and processes Administrative Vendor and interagency agreements relating to Medi-Cal Eligibility Division functions under the supervision of the Access and Application Section Chief.

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

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>