

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-402-8338-002</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-time
Working Title: Policy Specialist	Work Location: 1616 Capitol Avenue, Suite 616, Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: HIV Care/Special Programs Section/Care Housing Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the program expert for the Ryan White HIV/AIDS Program (RWHAP)-funded Housing Plus Project (HPP) and Minority AIDS Initiative (MAI) and policy specialist for the Medi-Cal Waiver Program (MCWP). The HPS I is responsible for program and policy development, compliance oversight, and training and technical assistance for programs, including MCWP, HPP, and MAI. The incumbent must be knowledgeable of other housing initiatives and must coordinate with other housing programs, including the Housing Opportunities for Persons with AIDS (HOPWA) Program. This position requires an understanding of the social determinants of health, including housing, and the impact on health disparities, especially among people of color living with HIV. This position requires

an understanding of the importance of cultural humility in reaching historically underserved and marginalized populations. This position requires strong writing and analytical skills, and knowledge with Microsoft Excel.

The incumbent works under the general direction of the Staff Services Manager I (SSM I), Chief of Care Housing Unit.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Requires travel up to 20 percent.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 45% Provides oversight and technical assistance on statewide performance, program improvement plans, training programs, and other activities/strategies related to program development, evaluation, and improvement of MCWP, MAI, and HPP. Develops program protocols, management memos, and compliance monitoring tools. Reviews and completes strategic analysis on program budgets and expenditures related to program planning and implementation. Coordinates and independently authors technical and sensitive policy guidance documents, contract scopes of work, provider forms, and desk manuals. Analyzes program and client-level data and develops and/or implements program evaluation and quality management activities. Assists in monitoring of contractors who receive HPP funding.
- 20% Performs administrative drills, develops responses to controlled correspondence, participates in and/or serves as lead on HIV program planning projects, and writes progress and evaluation reports for federal and state funders. Independently researches and develops issue papers, reports, correspondence, etc., related to HIV care and housing issues. Participates in and/or leads the development of programmatic guidelines to ensure that all departmental, programmatic, and fiscal requirements are met, contract scopes of work, Requests for Proposals/Requests for Applications, etc. Maintains current and accurate program documents on the departmental website.
- 15% Research best practices and coordinates the development and maintenance of statewide housing toolkit. Utilizes RWHAP program expertise to identify potential impact of state and federal program changes and requirements on RWHAP programs and makes recommendations to the Care Housing Unit Chief and other management. Assists in coordination of RWHAP and HOPWA funding in local health jurisdictions to ensure continuity of care and optimal use of resources. Conducts on-site technical assistance for utilization of these funding streams. Applies knowledge of the social determinants of health to program development, quality management activities, and other special projects. Interfaces with local contractors, community stakeholders, and other state and federal agencies. Serves as a representative on at least one RHWAP Part A Planning Council.

15% Coordinates with the Care Operations Unit to ensure that provider budgets, compliance monitoring, and federal grant applications and reports are consistent with program guidelines and federal requirements. Serves as back-up to the Care Housing Unit Fiscal Analyst in processing MAI invoices. Coordinates the MAI Plan and Annual Report and the MAI components of the Program Terms Report and Annual Progress Report for RWHAP, which requires collaboration with the Care Program Section and the Care Evaluation and Monitory Section.

**Marginal Functions (including percentage of time)**

5% Performs other job related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: JF

Date: May 23