



DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Health Program Specialist II	Working Title Click here to enter text.
Employee Name Vacant	Position Number 799-251-8336-001
Project/Division Name Office of Youth Community Restoration (OYCR)	Supervisor's Name Dr. Juan Argüello
Division Health Policy	Supervisor's Classification CEA A
Physical Work Location 1215 O Street, MS-08, Floor 11	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general direction of the Chief Health Policy Officer, the Health Program Specialist II (HPS II) functions as a highly skilled, technical health program expert for OYCR and utilizes their health expertise to lead program planning and/or evaluation of health policies and initiatives and provide subject matter expertise throughout the state of California, across counties. HPS II will have an established reputation in at least one area of OYCR policy in which they will be the subject-matter expert. The HPS II is responsible for evaluating the impact of various statewide initiatives on health and health equity for youth who are court-involved as well to county probation and community based health providers. The HPS II will be an independently-functioning liaison, coordinating with internal program partners across CalHHS and with external stakeholders to ensure awareness of health based supports and evaluate accessibility. The HPS II oversees projects that utilize a variety of data sources from a variety of program areas within and outside of California to compile information, make recommendations, update resources and create reports and technical assistance to inform OYCR leadership and community stakeholders of clinical evidenced-based or best practice interventions for youth involved in the justice system. The HPS II will apply an understanding of health equity, program evaluation, and health policy to their work, maximizing their ability to address, influence and impact health care for youth who are court involved.</p>	
Percentage of Duties	Essential Functions
30%	<p>Provide highly skilled specialized and complex technical assistance to external stakeholders, OYCR, and external clinicians, to develop and periodically update program guidance, best practices, and program policy documents. Design approach to using research and data to identify best practices for rehabilitative and restorative youth practices and program implementation. Develop desired outcomes and set priorities and deadlines and review and evaluate utilizing procedures and guidelines to meet division and OYCR goals and objectives. Track and analyze key performance indicators in support of operational reporting requirements. Oversee or produce daily, weekly, monthly, quarterly, and ad hoc reports, as needed. Conduct health program studies and surveys. Acts as Lead Specialist for high-profile projects, studies, research, and manual work-streams. Prepare technical, written, and analytical research documents including but not limited to; agenda items, legislative impact analyses, legislative and regulatory proposals, research studies, issue papers, executive briefs, summaries/talking points, presentations to various audiences, and other documents that are highly technical in health program nature.</p>

30%	Provide high-level research and statistical work necessary to accomplish the objectives and tasks of the Health Policy Division to inform clinical programs and health policy decisions that support the implementation of Senate Bill 823, Chapter 337, and Statutes of 2020. Support and improve upon current processes, and make recommendations on health reports, policies, procedures, methodologies, standards, and training materials. Interpret and analyze data for inclusion in technical assistance and other internal and external reports. Consult, advise, and coordinate with the Chief Health Policy Officer, leadership and other stakeholders on a variety of approaches, solutions, and best practices to transition youth who are system involved from the State to county-based custody, care, and supervision. Collaborate within OYCR and across CalHHS in the planning, development, implementation and monitoring of health policies and practices. Act as a liaison and cross-collaborate in assessing effectiveness, sustainability, and efficacy to meet the strategic objectives of the OYCR. Research and respond to complex inquiries from management, other divisions, and external stakeholders on health related financial, legislative, and policy matters.
15%	Proactively collaborate, communicate, and consult with representatives from various state and county government agencies, other state departments, the legislature, stakeholders, advocates, and the juvenile justice community to ensure best practices are thoroughly identified and to learn how to support effective implementation and continuous quality improvement. Ensure positive and effective engagement, collaboration, negotiation, and communication on issues concerning required OYCR reporting (i.e., annual plan).
15%	Maintain a work environment that supports the principles of diversity and inclusion through staff communication opportunities and fostering a team approach within the division and across OYCR. Analyze proposed policy, legislation, and regulations related to health equity and/or health disparities. Serve on data, health equity and disparities committees on an as-needed basis. Ensure cultural and linguistic mechanisms are included in the design, implementation, and evaluation of various technical assistance briefs, programs and policies. Work in collaboration with other OYCR/CalHHS staff and offices to embed a health equity lens for eliminating health disparities and inequities. Provide technical expertise and work in partnership with state departments, counties, and community agencies to integrate cultural and linguistic responsive policies and strategies across systems.
5%	When designated, may act on behalf of upper management in their absence by responding to internal and external requests for information as well attend meetings, represent the office, make decisions, and sign documents as assigned, to maintain business functionality and to ensure operational needs are met.
5%	<p>Keep supervisor updated on workload and any potential issues and problems that may arise. Continuously seek opportunities for growth and development through training courses and individual research. Mentor and coach staff, including HPS I, through assigned projects and individual goal setting. Perform other job-related duties as assigned to fulfill the mission, goals, and objectives of the OYCR.</p> <p>HPS II Desirable Qualifications:</p> <ul style="list-style-type: none"> • Established expertise in health program administration, with independent responsibility across public health, mental health, and/or health care research and data studies, particularly in the areas of juvenile justice or criminal justice. • Knowledge of trauma responsive, culturally informed services for youth. • Knowledge of innovative community-based solutions and programs for youth involved in the youth justice system including pre-arrest diversion models. • Ability to develop strategies to address complex policy issues; communicate and disseminate best practices to improve outcomes, integrate programs and services to support youth. • Ability to lead staff, foster collaboration, mutual respect, and teamwork, while maintaining assertiveness and diplomacy in meeting OYCR objectives. • Strong analytical skills with the ability to problem-solve and use critical and creative thinking skills. • Ability to communicate effectively orally and in writing, in a well-organized, accurate, clear and concise manner with internal and external stakeholders.

4. WORK ENVIRONMENT <i>(Choose all that apply from the drop-down menus)</i>			
Standing: Infrequent (7-12%)	Sitting:	Constant (76-100%)	
Walking: Infrequent (7-12%)	Temperature:	Temperature Controlled Office Environment	

Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	

Type of Environment: a. N/A b. N/A

Interaction with Public: a. N/A b. N/A c. N/A.

5. SUPERVISION

N/A.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature Date

7. HRD USE ONLY

Human Resources Division Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:
Click here to enter text.

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE