

DUTY STATEMENT

Class Title HEALTH PROGRAM SPECIALIST II	Position Number 805-075-8336-002
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COI Classification
 Yes No

Unit

Section
HOME AND COMMUNITY-BASED SERVICES (HCBS)

Branch
PROGRAM POLICY AND OPERATIONS

Division
INTEGRATED SYSTEMS OF CARE

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary: The Home and Community-Based Services (HCBS) Section supports the 811 Project Rental Assistance (PRA) Program, Assisted Living Waiver (ALW), California Community Transitions (CCT) Program, Community Based Adult Services (CBAS) Program, Community Resource Centers (CRC), HIV/AIDS Waiver, Home and Community Based Alternatives (HCBA) Waiver, HCBS Waiver for Individuals with Developmental Disabilities (DD), In Home Operations (IHO) Waiver, In Home Supportive Services (IHSS) Program, Multipurpose Senior Services Program (MSSP), Pediatric Palliative Care (PPC) Waiver, Statewide Transition Plan (STP), and 1915(i) State Plan Amendments (SPA). Hereafter referred to collectively as HCBS Programs. The Health Program Specialist II (HPS II) will serve as the Section expert advisor and specialist for coordination of all aspects of the Section including implementation, administration, and monitoring of the various components of the HCBS Programs. The incumbent will be responsible for developing and/or revising regulations, policies, and procedures and for developing and maintaining HCBS Programs' guidelines. The HPS II will also serve as a liaison with various stakeholder, regulatory, and oversight entities.

Supervision Received: Under the general direction of a Health Program Manager II

Supervision Exercised: None

Description of Duties: The incumbent is a highly skilled, technical program consultant in HCBS Programs that are critical to the Department's basic mission. The incumbent will have established expertise and knowledge for the HCBS Programs including, but not limited to: public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; and legislative processes.

Percent of Time Essential Functions

35%

Serves as the Division’s expert for statewide development of policies and procedures regarding all aspects of the HCBS Programs; develops new, and/or modifies existing, policies and procedures to incorporate ongoing changes occurring in the HCBS Programs. Develops and disseminates HCBS Programs and provider letters to transmit new policies and procedures and to address changes in existing policies and procedures to HCBS providers, other Department programs and state agencies, and interested stakeholders. Provides expert technical assistance to HCBS providers regarding implementation of new or modification of existing policies/procedures and in development and improvement of Programs administration. Acts as liaison with other Department programs and state agencies impacted by the HCBS Programs to coordinate and resolve problems and to improve and maintain awareness/understanding of eligibility policy and program guidelines between agencies.

20%

Acts as a liaison with various stakeholders, advocate organizations, and other state agencies for the purpose of coordinating activities related to the Section HCBS Programs. The incumbent is also responsible for assisting the Section Chief in performing tasks that are directly related to accomplishing the HCBS Programs’ objectives and providing essential support, guidance, and technical assistance of HCBS Programs providers. Facilitates informational communications and other activities related to stakeholder engagement and advisory groups as well as managing/maintaining a good working relationship with the Centers for Medicare and Medicaid Services (CMS) and other state agencies. Provides management with regular status updates.

15%

Researches, develops, and recommends regulatory/statutory changes to address program problems and/or gaps in services for the HCBS Programs; oversees changes required to HCBS Programs regulations and standards. Provides specific and complex consultation and technical assistance to state and local agency staff regarding interpretation and implementation of HCBS Programs statutory and regulatory requirements to ensure efficient and effective HCBS Program administration and to ensure statewide consistency in application of policies and procedures.

15%

Determines new, or modifications necessary to existing, data reporting requirements and serves as technical expert to Division research and IT staff to define and establish data collection criteria and output needs. Reviews and analyzes data reports to determine program success and ongoing needs in areas such as client enrollment, referral for services, provider participation, integration of beneficiaries into HCBS Programs, provider reimbursement, and care coordination. The HPS II will also assist Division management and staff by providing key data and reports for use in preparing annual, quarterly, and adhoc reports as necessary.

10%

Assists staff in the development of training materials for providers related to HCBS Programs services and changes in case management and care coordination guidelines for eligible children; assists in planning and facilitating statewide meetings with advocacy groups and interested stakeholders. May represent the Division at and participates in advisory committees and county meetings.

Percent of Time Marginal Functions

5%

Perform other duties as required that are within the scope of this classification.

Employee’s signature	Date
Supervisor’s signature	Date