

DUTY STATEMENT

Employee Name:

Classification: Health Program Manager I	Position Number: 580-530-8427-909
Working Title: Newborn Screening Follow-Up and Contract Unit Chief	Work Location: 850 Marina Bay Parkway Richmond, CA
Collective Bargaining Unit: S01	Tenure/Time Base: Permanent/Full Time
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch/Newborn Screening Section/Newborn Follow-Up & Contract 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.

Competencies

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](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by being responsible for the overall management and daily work flows of the Newborn Screening Follow-Up & Contract Unit in the Genetic Disease Screening Program (GDSP). The position directly supports the GDSP mission to reduce the emotional and financial burden of congenital and inherited diseases among California residents.

The incumbent works under general direction of the Health Program Manager (HPM) II, Chief of the Newborn Screening (NBS) Section. The HPM I will provide direct supervision to Unit staff who serve as liaisons to the state-contracted California Children's Services (CCS)-approved special care centers, confirmatory laboratories and the sickle cell trait counseling vendors. The HPM I will utilize extensive knowledge of NBS Program protocols and policies to manage reports, oversee contract development and administration, approve invoices and user identity management for GDSP applications, and oversight of Unit personnel.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Provides direct supervision to staff who provide technical assistance and support to contractors involved in the follow up of newborns found to be screen positive by the NBS program. The partners include contracted Special Care Centers (SCCs) who provide medical evaluation and diagnosis of the newborns, laboratories that provide testing to confirm a diagnosis, and administration of the state-legislated hemoglobin trait follow-up and education program. Oversees contract scope of work, and budget planning for the contractors listed above and sees that contract documents are prepared in a timely manner in coordination with GDSP's Operational Support Section. Ensures that invoices are received and processed in a timely manner in coordination with contract liaisons. Responsible for the development of NBS program protocols and Screening Information System (SIS) training materials used by the liaisons to provide support to contractors. Acts as liaison with the NBS Logistics Unit for external communications to area service centers (ASC), NAPS labs and policy development for the NBS Follow-Up & Contract Unit.
- 25% Oversees routine NBS Follow-Up activities, including state-wide conference calls, in-person meetings and new personnel onboarding with contracted vendors. Serves as point of contact for Unit, section and contract vendor staff in troubleshooting case management issues. Works with GDSP's Program Development and Evaluation Section staff to monitor and review data and results provided by contracted vendors. Performs site visits of contracted vendors state-wide including planning, scheduling meetings and post-site visit report writing and recommendations. Participates in policy and program discussions regarding modification or expansion of the NBS Program.
- 20% Oversees and directs the development, maintenance, and operations of GDSP applications for NBS users such as maintaining access to and training on how to use SIS or future result portals. Works with Program and IT teams to facilitate user access for authorized users to all GDSP applications. Responsibilities include user activity policy and protocol development, user acceptance testing (UAT) of new SIS application enhancements, project coordination of new software features with GDSP's IT consultants, and troubleshooting complex users access issues through IT workflows. Oversees routine maintenance and operation projects related to GDSP SIS, Business Intelligence reports and other GDSP IT applications.
- 10% Performs routine supervisory and administrative responsibilities such as hiring, time reporting, probation reports and annual performance review for Unit staff.

Marginal Functions (including percentage of time)

5% Serve on department-wide workgroups and special projects as required.

5% Performs other job-related duties as required.

<p>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.</p>		<p>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.)</p>	
Supervisor's Name: Tracey Bishop	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: EC	Date 7/13/20		