

DUTY STATEMENT

Employee Name: Vacant	
Classification: Health Program Specialist I	Position Number: 580-520-8338-909
Working Title: Program Consultant	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch / Adolescent Programs and Special Health Needs Section

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 mission and strategic plan by promoting health equity and supporting the development and implementation of the Maternal, Child and Adolescent Health (MCAH) Division's Children and Youth with Special Health Care Needs (CYSHCN) program and initiatives.

The incumbent works under the direction of the Health Program Manager (HPM) II, Chief of the Adolescent Programs and Special Health Needs Section. The Health Program Specialist (HPS) I is a highly skilled, technical program consultant responsible for building content expertise, providing technical assistance to local and state partners, supporting program development and implementation, monitoring Scopes of Work and contracts, and completing federal reporting. The HPS I is responsible for taking initiative to work collaboratively with internal and external partners and contribute to the development of stakeholder meetings, program work plans, informational materials and reports.

Special Requirements

☐ Conflict of Interest (COI)

- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Provide expert technical assistance and support to local funded agencies implementing CYSHCN innovation projects and/or other child health funded-activities. Monitor progress and performance of local funded agencies and engage local agencies in continuous quality improvement. If agencies are not complying with the program requirements, work with the agency on improvement plans and or corrective action. Advise management on key issues related to local agency program implementation. Synthesize information from local agency program implementation and write components of the federal Title V Block Grant report and application. Conduct site visits to gather information, monitor activities, or provide training/technical support, as needed. (Travel in-state and not to exceed 15% of time, pending COVID restrictions).
- 20% Build and maintain expertise on key topics and measures related to child health and CYSHCN, including, but not limited to: medical home, transition to adult health care, family engagement, childhood adversity and resilience, health equity specific to children, including CYSHCN, and medical complexity. Stay informed about emerging trends affecting children and their families to inform programs and ensure alignment with MCAH priority areas. Create and maintain a current assessment of how MCAH programs reach and serve CYSHCN. Advise and support MCAH programs and management in integrating best practices and evidence-based and informed strategies. Develop and maintain a collection of resources and literature to inform technical assistance and support to internal and external programs and stakeholders.
- 15% Work with internal and external programs, partners, and stakeholders on needs, priorities, and strategies to improve systems that serve children and youth with special health care needs and their families. Coordinate internal and external meetings and projects as directed, including creating timelines, agendas, and work plans. Act as lead on planning stakeholder meetings including meeting logistics, managing attendance, material development, coordinating presentations, and meeting evaluation. Participate and/or lead work groups, as assigned.
- 15% Coordinate the creation of new program documents and updates to existing materials, incorporating the latest evidence and key stakeholder input and expertise. Collaborate with internal and external stakeholders to develop, review, implement, and update program materials, such as: action plans, policies and procedures, scopes of work, program evaluation plans, Agreement Funding Applications, federal reports, Requests for Applications/Proposals, Budget Change Proposals, grant funding proposals, and contracts.

- 10% Prepare, route, and track program products and contract deliverables through the document review and approval process. Regularly review contract invoices and fiscal documentation. Support special projects and bill analysis, as needed.

Marginal Functions (including percentage of time)

- 5% Perform 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: EC	Date 8/18/21		