DUTY STATEMENT

Employee Name:  
Position Number: 581-495-8336-002

Classification:  
Health Program Specialist II  
Tenure/Time Base:  
Permanent/Full-Time

Working Title:  
Refugee Health Fiscal and Contract Specialist  
Work Location:  
1616 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit:  
R01  
Position Eligible for Telework (Yes/No):  
Yes

Center/Office/Division:  
Center for Infectious Diseases/Office of Refugee Health  
Branch/Section/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.

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 Resources’ Job Descriptions webpage.

Job Summary

This position supports CDPH’s mission and strategic plan by performing highly complex and specialized consultative, preparative, and analytical work for the Office of Refugee Health (ORH) within the Center for Infectious Diseases (CID).

The Health Program Specialist II conducts independent analysis of highly complex fiscal, contractual, and programmatic areas in support of ORH operations; acts as a fiscal liaison to federal partners and community stakeholders; and monitors Medicaid and Medi-Cal policy pertaining to medical screening for refugees. The incumbent serves as direct support to the Research Scientist Supervisor (RSS) I (Epidemiology/Biostatistics), providing recommendations and working independently to manage sensitive, complex operations and can be expected to perform any of the following duties and responsibilities independently with general direction and a high level of authority. This position is
essential in ensuring the large number of refugees who resettle in California receive comprehensive health assessments and other health services.

The incumbent works under the general direction of the RSS 1 (Epidemiology/Biostatistics), Chief, ORH.

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<th>Special Requirements</th>
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<tr>
<td>☐ Conflict of Interest (COI)</td>
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<td>☐ Background Check and/or Fingerprinting Clearance</td>
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<td>☐ Medical Clearance</td>
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<td>☒ Travel: 5%</td>
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<td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in</td>
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<td>☐ License/Certification:</td>
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<td>☐ Other:</td>
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**Essential Functions (including percentage of time)**

40% Budgets and Fiscal Analysis: As a highly skilled, technical program consultant, independently develops, administers, and monitors refugee health program budgetary and fiscal drills and authority. Manages complex budget, fiscal and programmatic operation assignments that require in depth knowledge of Medi-Cal reimbursement and clinical claims against Department of Health Care Services (DHCS) reimbursement, as well as programmatic management and analytical skills. Independently tracks, analyzes, reconciles, and reports on resource requests, allocations, contracts, purchase orders, and invoices, and manages and responds to information requests. Analyzes monthly expenditure data from the CDPH Financial Information System for California (FI$Cal) Online Reporting Environment (FORE) system to identify current or potential discrepancies related to staff salaries and benefits, revenue, and expenses, including grantee reimbursement. Monitors and tracks salary expenditures and updates monthly expenditure tracking to ensure adherence to budget authority and available funding. Forecasts expenditures and makes recommendations to keep spending within budgeted allocations. Processes expenditure corrections as needed. Prepares expenditure analysis reports and develops budgets and budget projections for ORH leadership based on estimated refugee arrivals and including an analysis of local health jurisdiction (LHJ) encumbrances. Monitors budget authority to advise ORH leadership of potential budgetary issues and recommends solutions for funds and expenditures. Independently leads efforts around the identification of resources and development of critical departmental refugee health funding requests.

25% Contracts: As a subject matter expert, plans, develops, and submits new refugee health related contracts and amendments, ensuring contract documents are approved and executed in a timely manner to provide the large number of refugees statewide with immediate access to health services. Monitors cost reimbursement contracts, Interagency agreements, and allocations that require consultation and coordination within CDPH, other State programs, and with county and community stakeholders. Leads the development of ORH contract processes and serves as a subject matter expert for contract procurement functions and operational guidance for ORH. Evaluates contracts for compliance with health regulations and recommends updates to internal policies and procedures to reflect changes in health
regulations. Reviews procurement projects to identify the steps, timelines, and resources needed.

20% Monitoring and Reporting: Responsible for independently monitoring, tracking, analyzing, and reporting on federal and state grants that support the ORH health promotion and health screening programs. Monitors programs and stakeholders for fiscal compliance with the Refugee Resettlement Act and policies outlined in Office of Refugee Resettlement (ORR) policy letters (PL) and Dear Colleague Letters (DCL). Monitoring would benefit from insight into Medi-Cal policy and claims reimbursements. Works closely with LHJs and other grantees, independently negotiates annual ORH grant allocations and contracts, and provides technical assistance in regard to fiscal compliance and Medi-Cal reimbursement in California. Monitoring will consist of on-site and offsite review of appropriate documentation for fiscal compliance, including interfacing with the Refugee Health Electronic Information System (RHEIS) and refugee medical screening invoicing claims, and reviewing 90-day compliance and waiver requests against LHJ invoices to ensure accuracy in stakeholder reimbursement. Prepares written and/or verbal responses to grantees and federal and state partners regarding budgets, awards and approvals, and concepts and proposals. Serves as a fiscal liaison for internal and external partners and LHJs and assists with the coordinated and timely submission of all federal, state, and other reports. Prepares and submits expenditure data for submission to federal agencies for auditing. Ensures compliance with complex federal grant requirements. Independently coordinates and compiles responses and supporting documentation related to programmatic, administrative, and fiscal controls and processes needed to satisfy federal audit requirements including, but not limited to, documented CDPH procedures and documents issued by State Control Agencies. Collaborates and coordinates with CDPH Internal Audits, Accounting, and Budget Sections as needed to satisfy requests. Originates proposed audit responses as needed for the evaluation and approval by the ORH Chief.

10% Administrative: Performs complementary higher-level staff support functions with ORH program staff, as necessary, to ensure timely completion of refugee health project assignments. Develops confidential and sensitive fiscal-related correspondence by analyzing and interpreting sensitive, complex information and data and referring to a variety of local, state and federal sources. Provides ongoing updates, status reports, and other tools to the ORH Chief and leadership, including factual and relevant analysis of issues backed by supporting data and recommendations for improvements to established fiscal procedures and processes. Reviews, edits, and prepares narrative documentation, contracts, and fiscal compliance procedures, and provides fiscal details and analysis as requested. Coordinates and discusses necessary changes with program staff and managers.

### Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

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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.)
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<th>Supervisor’s Name:</th>
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<th>Employee’s Name:</th>
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<tr>
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**HRD Use Only:**
Approved By: Alyssa Ballesteros-Agulo
Date: 11/10/2022