

DUTY STATEMENT

Employee Name:	Position Number: 580-530-8338-020
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-time
Working Title: Health Systems Data Integration Architect	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Program and Policy Branch / Prenatal Screening Section / Prenatal Logistics 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 in 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 the California Department of Public Health's (CDPH) mission and strategic plan by developing protocols and overseeing the integration of Electronic Medical Records (EMR) test orders and results with the Screening Information System (SIS) 2.0 database. This position plays a crucial role in enhancing the efficiency and accuracy of test order processing for the California Prenatal Screening (PNS) Program. Moreover, this position works with contracted cfDNA laboratories to develop and implement contract requirements during routine prenatal case management and when the PNS Program adds new conditions to the state PNS regulations. This role requires strong analytical skills, attention to detail, and the ability to communicate effectively with stakeholders at all levels. The HPS I works closely with internal teams, contractors, and external partners to ensure the

successful execution of data transmission and cfDNA laboratory screening for the PNS Program.

The incumbent works under the direction of the Health Program Manager I, Chief of the Prenatal Logistics (PLOG) Unit.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 2% of the time for contractor site visits and occasional in-person meetings
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% The Health Program Specialist I (HPS I) oversees the seamless integration of data between GDSP software applications and external health systems' Electronic Medical Record (EMR) systems, focusing on California prenatal screening test orders and results. This involves designing, implementing, and maintaining data integration solutions for the PNS Program to ensure accurate and efficient data exchange between local EMR systems and SIS 2.0. The HPS I collaborates with healthcare providers, IT staff, and internal data and logistics teams to develop integration strategies that adhere to the PNS Program's regulatory requirements and data privacy standards. The incumbent orchestrates this initiative alongside cfDNA contractors and the Laboratory Service Branch (LSB) to determine successful data and specimen workflows for test orders placed through EMRs. The HPS I coordinates EMR integration efforts by arranging and attending occasional in-person meetings, webinars, and conference calls among EMR integration initiative stakeholders. The HPS I coordinates with GDSP supervisors to secure legal and program/policy approvals for contracts, security agreements, and all other CDPH-required documentation with EMR-integration stakeholders, including integrating health systems, cfDNA laboratories, and logistics contractors.
- 25% The HPS I develops and maintains a comprehensive understanding of GDSP online software applications, including SIS 2.0 and the GDSP CalGenetic Portal. In collaboration with GDSP's IT consultant, the HPS I designs, develops, troubleshoots, produces, and deploys new or updated SIS 2.0 features and components related to EMR integration efforts, cfDNA data utilization, or case management features related to electronically transferred test orders and results. This role involves providing technical guidance to PNS Section staff and contractors in developing new applications, testing new software, and reporting technical issues to Information Technology (IT) and application development teams. The HPS I leads user acceptance testing (UAT) of new application enhancements for EMR integration and GDSP laboratories, assists in developing new software, and troubleshoots complex internal and external user issues.
- 20% The HPS I is responsible for overseeing many aspects of contract management for cfDNA laboratory services. This role involves reviewing and revising existing Statements of Work (SOW) and associated exhibits to ensure clarity, accuracy, and compliance with all regulatory

and clinical requirements. The HPS I creates and monitors annual budgets, ensuring that financial resources are properly encumbered and timely disencumbered. The incumbent also performs site visits to evaluate contractor performance, assess compliance with contractual obligations, and identify areas for data entry and results transmission improvement. Additionally, the HPS I organizes and leads negotiation and compliance meetings with contractors, fostering positive working relationships and ensuring all parties adhere to agreed-upon terms.

- 15% The incumbent performs daily and monthly monitoring of data transmission, troubleshoots integration issues, and provides technical support to healthcare systems, PNS case coordinators, and GDSP contract laboratories to ensure the reliability, integrity, and successful transmission of clinical data, PNS test orders, and PNS test results. The HPS I works with prenatal case coordinators on complex specimen data management escalation and communicates findings with PNS supervisors to improve program protocols. The HPS I also leads projects aimed at quality improvement of data integration processes, conducting training sessions for staff and staying current with technological advancements in health informatics.

Marginal Functions (including percentage of time)

- 5% Responds to telephone and written inquiries about the Prenatal Screening Program from clinicians, patients, and members of the public regarding electronic prenatal screening test orders and results. Collaborates with GDSP's Communications and Education Unit staff to broadcast the launch of new features or applications, providing relevant information to ensure timely coordination of announcement releases.
- 5% Performs other work-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: Brittany Hanson

Date: 7/17/2025