

DUTY STATEMENT

Employee Name: vacant	Position Number: 580-405-8338-017
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Fiscal and Rebate 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 AIDS	Branch/Section/Unit: AIDS Drug Assistance Program Branch/ Program Integrity and Operations Section/ Contracts and Grants 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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing health equity and strategic planning goals and objectives and to promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The Health Program Specialist (HPS) I serves as a skilled, professional technical program consultant with independent responsibility for carrying out a variety of high-level assignments in the fast-paced work environment, within the AIDS Drug Assistance Program (ADAP) Branch. The ADAP Branch

oversees the administration of ADAP, the Pre-exposure Prophylaxis Assistance Program (PrEP-AP), and other initiatives related to HIV treatment and prevention. The HPS I provides technical support to the ADAP Branch with responsibility for rebate reconciliation, fiscal integrity, and fiscal oversight.

The HPS I understands and uses federal, state, department, and/or contractual requirements related to ADAP rebate, invoicing, and fiscal processes to ensure the ADAP Branch's compliance with relevant requirements.

The incumbent works under the general direction of the Staff Services Manager (SSM) I in the Contracts and Grants Unit (CGU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% percent.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% **Rebate Management and Reconciliation:** Serves as the ADAP Branch's subject matter expert (SME) for pharmaceutical drug rebates. Monitors and responds to all e-mails received in the ADAP Drug Rebate mailbox, analyzes and reconciles invoices based on current 340B drug rebate program requirements and agreements implemented between drug manufacturers and the ADAP Crisis Task Force (ACTF). Ensures the provision of all deliverables outlined in the Pharmacy Benefits Manager's (PBM) contract are met, including but not limited to providing copies of checks, Reconciliation of State Invoices (ROSI) documents, Prior Quarter Adjustment (PQA) documents, and ACTF agreements. Works closely with the ADAP PBM and drug manufacturers to ensure rebate invoices and checks are accurate and received timely. Coordinates with the Office of AIDS (OA) Support Branch staff to reconcile discrepancies related to rebate revenue and check processing. Utilizes tracking tools to monitor rebate balances and checks received for each quarter. Monitors transactions posted against ADAP fund sources and the ADAP Rebate Fund balance. Works with drug manufacturers, internal staff, external entities, and contractors to reconcile invoices and expenditures against manufacturer reports. Assists in coordinating recovery and tracking of rebate from pharmaceutical manufacturers. Responsible for monitoring delinquent reports and assisting in resolving issues related to outstanding rebate amounts. Contacts drug manufacturers for information on disputed rebates and works with internal and external entities to process miscellaneous fiscal transactions and live checks. Verifies and updates internal rebate tracking logs on pertinent information including, but not limited to, invoice numbers, invoice amounts, funding service locations, etc.

- 25% **Fiscal Reporting:** Collaborates with ADAP and Care Evaluation and Informatics (ACEI) Branch staff to ensure fiscal-related data is reported accurately in the ADAP Estimate package by providing ADAP actuals for fiscal forecasting, responds to rebate-related inquiries, and attends budget and forecasting-related meetings. Develops and implements procedures related to budgets, rebate, fiscal, and invoicing. Creates and maintains Excel tracking logs, including developing complex formulas to track ongoing expenditures depending on program needs. Keeps management and program staff briefed on any issues related to invoicing or payment issues. Monitors departmental reports to verify invoices have been processed for payment. Leads meetings to update management on invoice statuses and advises management of any fiscal or budgetary issues. Works with internal and external staff to solve problems related to invoices, payment allocation, dispute management, and reporting of rebates. Responds to requests for fiscal or rebate-related reporting.
- 15% **Budget and Fiscal Analysis.** Serves as a SME for all issues related to budgets and invoicing. Works closely with the CGU Chief and Fiscal and Contract Analysts to develop and implement invoice and budget procedures. Identifies and recommends policies for budget monitoring and invoicing requirements. Independently reviews contractor invoices and any required supporting documentation and data to ensure all charges are accurate and allowable under the contract. Provides guidance to Fiscal and Contract analysts on invoice and budget as it relates to contract allowances. Reviews accuracy of invoices and ensures invoices are reconciled and meets contractual deliverables. Works closely with the OA Support Branch staff to ensure contractors are paid in a timely manner under state requirements and provides OA Support Branch with necessary documentation and justifications for expedite requests. Independently work with contractors to resolve invoice or payment disputes, payment issues, etc. Verifies and updates internal tracking logs on pertinent information including, but not limited to, invoice numbers, invoice amounts, funding service locations, etc.
- 15% **Mandatory Rebate Threshold Calculation and Reconciliation:** Calculates the Mandatory Rebate Threshold (MRT) for the upcoming grant year (GY) to determine the amount of ADAP rebate funds that must be expended in the GY before utilizing federal grant funds and the amounts to be deposited in each ADAP Rebate Fund pot for the GY. Reconciles the MRT calculation quarterly to ensure that ADAP remains compliant with the Health Resources and Services Administration's (HRSA) requirements. Communicates projections and rebate-related requirements, policies, and procedures to the CGU.
- 10% **Drill and Audit Responses:** Assist the ADAP Branch management in responding to monthly and ad hoc fiscal and budget related drills, as well as fiscal related audit inquiries, as requested.

Marginal Functions (including percentage of time)

5% Performs 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: EL

Date: 11/05/2025