

## DUTY STATEMENT

| <b>1. POSITION INFORMATION</b>   |   |
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| Civil Service Classification<br><br>Health Program Specialist I (HPS I)  | Working Title<br><br>Health Program Specialist I (HPS I)  |
| Employee Name  | Position Number<br>799-251-8338-002   |
| Project/Division Name<br>Office of Youth Community Restoration   | Supervisor's Name<br>Michael M. Massa   |
| Unit<br>Health Policy  | Supervisor's Classification<br>C.E.A.   |
| Physical Work Location<br><a href="#">Click here to enter text.</a>  | Duties Based on:<br><input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>   |
| Effective Date<br><br><a href="#">Click here to enter text.</a>  |   |
| <b>2. REQUIREMENTS OF POSITION</b>   |   |
| <b>Check all that apply:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required<br/> <input type="checkbox"/> May be Required to Work in Multiple Locations       </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting &amp; Background Check<br/> <input type="checkbox"/> Other (<i>specify below in Description</i>)       </div> </div> <p><b>Description of Position Requirements (e.g., <i>the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.</i>):</b></p> <p><a href="#">Click here to enter text.</a></p>  |   |
| <b>3. DUTIES AND RESPONSIBILITIES OF POSITION</b>  |   |
| <p>Under the general direction of the Chief Health Policy Officer, the Health Program Specialist I (HPS I) acts as a highly skilled program subject matter expert for health and behavioral health and is responsible for performing a variety of complex health program management and analytical tasks in the Health Policy Division, Office of Youth and Community Restoration (OYCR). The HPS I supports OYCR in the implementation of Senate Bill 823, Chapter 337, and Statutes of 2020, which promotes trauma responsive, culturally informed services for youth involved in the juvenile justice system that support the youths' successful transition into adulthood and help them become responsible, thriving, and engaged members of their communities. The HPS I performs special projects related to the identification, efficacy, development, implementation, and management of health programs for youth involved in the justice system. The incumbent supports the OYCR Health Policy Division to effectively identify and disseminate best practices and to help inform rehabilitative and restorative youth practices through education, physical and behavioral health, positive youth development, diversion programs, spiritual growth, re-entry programs, and services for survivors of crime.</p> |   |
| Percentage of Duties   | Essential Functions   |
| 40%  | Research national and international evidenced-based or best practice health programs that are effective or show promise for juvenile justice youth. Evaluate health practices for youth in broader health care industry, correctional health care organizations, other institutions, or care settings. Gather and incorporate input from a wide variety of interested partners, including county juvenile justice and behavioral health entities and individuals with lived experiences to ensure that health programs meet the needs of the community and support diversity, equity and are culturally competent. Address ethnic, racial, and cultural disparities as it relates to the juvenile justice and behavioral health systems and youth of color impacted by their intersection. Research, plans, and develops program and policy improvements, conduct training sessions and provides technical assistance to reverse these disparities. |
| 30%  | Effectively and efficiently utilize communication, teamwork, analytical, and organizational skills, with minimal direction; use project management skills and tools to successfully complete a variety of assigned initiative tasks within established timeframes. Perform the most complex completed staff work in support of health care improvement projects, including working with subject matter experts to develop, monitor, and modify health programs, develop guidelines and protocols. Develop presentations, support tools (e.g., forms, checklists, infographics, pocket guides), and training material to assist OYCR's stakeholders inform their teams and implement new health programs. Conduct activities that improve service coordination among state and local behavioral health, criminal juvenile justice, and community-based organizations by working  |

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|     | with key system partners to identify programs. that can be made to support prevention, diversion, and reentry.   |
| 25% | Research public policy and public health issues that impact youth who are court-involved; coordinate health program activities; disseminate information to leadership; identify resources required to implement health programs; apply and recommend changes in health regulations, policies, and procedures; review and analyze health related/impact legislation and provide guidance on state and federal regulations. Under the direction of management, assist OYCR in meeting statutory obligations. Organize data and analyses for management reporting as well as providing recommendations to leadership. |
| 5%  | Keep supervisor updated on workload and any potential issues and problems that may arise. Continuously seek opportunities for growth and development through training courses and individual research. Perform other job-related duties as assigned to fulfill the mission, goals, and objectives of OYCR.   |

#### 4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

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| Standing: Infrequent (7-12%)                   | Sitting: Frequent (51-75%)                             |
| Walking: Occasional (13-25%)                   | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting                  | Pushing/Pulling: Not Applicable                        |
| Lifting: 1-25% of the time                     | Bending/Stooping: Not Applicable                       |
| Other: <i>Click here to enter text.</i>        |  |
| Type of Environment: a. N/A b. N/A             |  |
| Interaction with Public: a. N/A b. N/A c. N/A. |  |

#### 5. SUPERVISION

N/A

#### 6. SIGNATURES

##### Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

##### Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

#### 7. HRD USE ONLY

##### Human Resources Division Approval

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

##### Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

- \* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

*Click here to enter text.*

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE