

☐ Current
☒ Proposed

Civil Service Classification: Health Program Specialist II
Working Title: Health Program Specialist II
Division Branch Name: Division of Home & Community Living/Health at Home Branch
Incumbent: VACANT
Position Number: 797-711-8336-002
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-time

You are a valued member of the department's team. All California Department of Aging (CDA) employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the direction of the Multipurpose Senior Services Program (MSSP) Section Chief (Supervisor II), the Health Program Specialist II (HPS II) performs a variety of functions intended to carry out the mission of the California Department of Aging and functions as the specialist for the MSSP software solution, and Centers for Medicare & Medicaid Services Final Access Rule (Access Rule). The HPS II will work in a team environment and in collaboration/coordination with representatives from other sections, support staff and departments. This position serves as the Access Rule program lead and liaison between the software vendor, Department of Health Care Services (DHCS), and MSSP sites. Their role will include responsibility for system testing to ensure accuracy of documentation requirements and the daily management of the

case management data collection process. This position will work with the vendor to review outputs during program development and ensure the new federal reporting requirements are met. The HPS II ensures database updates meet state and federal requirements and maintain reporting compliance throughout the life of the program. Provide leadership and consultation on case management, waiver and policy related issues to other sections of the Department and represent the Department on interdepartmental work groups.

ESSENTIAL JOB FUNCTIONS:

40% Policy and Procedures

Perform software testing for accuracy and ongoing improvement to ensure platform that supports daily operations in compliance with state and federal guidelines. Provide consultation and policy direction to MSSP site staff on the MSSP program related to technical requirements and data collection. Monitor and review data collection and reporting outputs from MSSP Sites to ensure accuracy. Review Access Rule information disseminated at the Federal level and develop implementation strategies and timelines to achieve compliance. Perform compliance monitoring, including tracking the program's critical incident reporting, wait list data and grievance reporting. Assist in establishing uniform management and program policies to ensure efficient and effective software operations. Serve as the MSSP statewide policy and program software and Access Rule expert to represent the Department on issues requiring specialized knowledge. Advise Section and Branch management, Departmental staff, federal and state agencies, local government and other public entities on development and implementation of case-management system and Access Rule compliance and standards. Collaboratively with program staff and the MSSP software Information Technology (IT) Specialist to develop written policy and procedures to effectively roll out the software and inform MSSP site staff and internal MSSP end users of updates related to data collection, billing, and reporting.

35% Technical Assistance

Provide technical assistance and consultation to MSSP sites and other state partners related to case management software solution. Provide specialized technical assistance and consultation to MSSP sites and other state partners related to case management software solution, including highly complex difficult

issues. Provide expert technical assistance, consultation and support to various software users on issues and resources affect the MSSP software by coordinating testing and system fixes, changes and upgrades with the IT Specialist and software vendor. Identify and develop methods, data collection processes and reporting solutitions to assist in Access Rule compliance. Provide expert technical assitance and consultation to MSSP sites and other partners surrounding Access Rule complaince and program performance standards.

20% Research and Training Development

Collaborate with MSSP sites and program leadership to develop applicable data collection methods and established timeframes for implementation and ongoing montioring efforts. Review MSSP site report submissions, conduct outreach, and provide technical assistance to develop training materials, facilitate meetings, identify software or submission concerns, and research solutions to address current and emerging issues that impact ongoing compliance challenges. Research and monitor Federal and State policies, legislation, and related guidance affecting MSSP, and ensure updates are incorporated and tested by internal and external users.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties, special assignments, and projects as required to fulfill the mission, goals, and objectives of the MSSP and Access Rule requirements.

TRAVEL: None

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave,

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
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gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: PS Date Approved: 9/29/25

Revision Date (if applicable): _____