

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst	Date
Employee Name Vacant	Division Community Forensic Partnership Division		
Position No / Agency-Unit-Class-Serial 461-443-8338-003	Unit Diversion and Community Restoration		
Class Title Health Program Specialist I	Location Sacramento		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID E01	Work Week Group: 2	Pay Differential N/A
Other			

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions

Under the direction of the Health Program Manager I (HPM I) the Health Program Specialist I (HPS I) serves as a subject matter expert for the Department's Felony Mental Health Diversion (Diversion), Community-Based Restoration (CBR), and Community Inpatient Facility (CIF) programs. The HPS I serves as a highly skilled technical consultant in contract and fiscal management and program implementation activities to ensure departmental compliance with all laws, rules, regulations, policies, and procedures governing programs. Statewide travel required.

Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).
35%	Serves as a Subject Matter Expert to provide technical support in the planning, implementation, and oversight of the Diversion and Community Restoration (DCR) programs, including Diversion, CBR and CIF. Work collaboratively with internal staff including other Community Forensic Partnerships Division (CFPD) programs, leadership and staff from the Clinical Operations Division, staff from the Legal Division, and external technical consultants. In this capacity incumbent will: • Manage the funding allocation process for the Diversion, CBR, and CIF programs. • Review all county and third-party provider program plans and program plan updates. Provide technical assistance to counties and third-party providers in completion of program plans and budget documents. • Negotiate all contracts with counties and third-party providers, including facilitating the review of requested contract changes with DSH Legal Division (Legal) and Procurement and Contract Services Section (PCSS). Develop and maintain contract documents and templates,

	including scope of work and program budget, in coordination with Analyst II. • Coordinate with management, Clinical Operations staff, and Legal staff to develop necessary policies, procedures and regulations for all programs, including but not limited to Departmental Letters and other documents. • Work with CFPD programs Consulting Psychologists, Clinical Operations Division staff, external consultants, and DSH data staff to develop program performance measures and track performance outcomes. • Participate in the review of all programs, including gathering and analyzing datasets to use for measuring performance, documenting findings, and producing reports to communicate results of program reviews. • Identify, analyze, and respond to issues related to program implementation, program activation, program management, and contract compliance. • Serve as a liaison between state, county, and third-party provider staff to support programs.
25%	Coordinate with Clinical Operations staff, external stakeholders and technical consultants to develop and administer robust training and technical assistance program for counties. Technical assistance activities include, but are not limited to: • Virtual webinars • In-person training events • Meetings and conferences • One-on-one case and program consultations Develop an extensive knowledge of community-based supports and services, national trends, and best practices. Attend industry conferences and trainings to continuously develop knowledge about issues related to the intersection of mental health and criminal justice.
20%	Develops caseload estimates and budget change proposals for current CFPD programs which includes, but is not limited to, coordinating with departmental research staff to forecast population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations, and proposed budget changes. Work with HPM I and Consulting Psychologists to develop proposals for new CFPD programs including researching issues, developing cost estimates, and writing narratives to support new programming. Draft responses to budget inquiries from internal divisions and external stakeholders including, but not limited to, California Health and Human Services Agency, Department of Finance, Legislative Analyst's Office, and the Legislature.

10%	Manage existing and develop new program reports for internal and external stakeholders as requested by management. Serve as primary point of contact for all assigned DCR programs. Lead internal program meetings; represent program in other meetings in HPM I and Consulting Psychologists' absence. Track and report all program Special Incidents. Review legislation for potential program impact. Write responses to PRAs, media inquiries, and other external requests. Participate in team and division meetings.
10%	Other duties as assigned.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Travel is required approximately up to 10% of the time. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). Employee's Signature Date

	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.
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	_____ Supervisor's Signature
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	_____ Date
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