

DUTY STATEMENT

Classification: Health Program Specialist II	
Working Title: Program Data Specialist	
Program: Behavioral Health	
Division: Behavioral Health Oversight and Monitoring	
Branch: Behavioral Health Network Adequacy Oversight	
Section: N/A	
Unit: N/A	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 806-472-8336-910
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the direction of the Manager II (Branch Chief), the Health Program Specialist II (HPS II) serves as a highly skilled, technical program consultant who specializes in both Behavioral Health (BH) Network Adequacy and Timely Access (collectively "network adequacy") data and provides network adequacy program guidance and support. The HPS II is responsible for complex research, communication, and coordination related to the development of strategies and processes for the collection, interpretation, and reporting of data to federal, state, local agencies, Department of Health Care Services (DHCS) programs, and stakeholders as appropriate. The HPS II will also be responsible for providing expertise on the statewide availability and access to network adequacy services, performance and outcome measures and metrics, key performance indicators (KPI), and the evaluation of behavioral health delivery systems ("delivery systems") through the use of data and understanding of federal, state, regulatory, and DHCS policy.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
30%	Performs complex research, reviews, and analysis of federal regulations, including the "Medicaid Program; Medicaid and Children's Health Insurance Program (CHIP) Managed Care Access, Finance, and Quality Final Rule," state regulations, statute, waivers, contracts, state plan amendments, and DHCS policy and procedures for the network adequacy program and delivery systems and provide technical consultation to the Branch Chief on the impact of new, proposed, and/or existing regulations, statutes, contracts, amendments, and policies and procedures which affect the network adequacy program or delivery systems. Maintain a working knowledge of these guidance to support oversight and monitoring activities.
25%	Conduct complex research, reviews, and analysis of delivery systems, and network adequacy program data to ensure the effective development, implementation, oversight, and monitoring of strategies and processes to enhance the statewide availability and accessibility of services, including the overall adequacy provider network delivery systems, adherence to established protocols, network adequacy standards, performance measures, outcomes, KPIs, and the accuracy of network adequacy data submitted to DHCS and developed by DHCS for internal or external use.
20%	Lead, facilitate, assist in the facilitation, or support the review or development of data-related projects or data-driven deliverables. Projects include, but are not limited to, task force, workgroups, or meetings related to the development of network adequacy products, or products which may produce or retain network adequacy data or improve existing systems and resources. Deliverables are any reports or any products which provide information about the network adequacy program, laws, policies, and regulations, or delivery systems and their compliance, performance, or other data-related information as requested or independently to maintain knowledgeable on program and delivery system trends.
20%	Provide expertise and consultation to personnel regarding new systems and business processes to support network adequacy and serve as a lead for BHNAOB in conducting special studies and complex research to resolve data-focused inquiries. Analyze data to identify statewide trends and patterns of compliance and noncompliance, prepare detailed reports and complex data displays, and make recommendations to appropriate staff, management, executive and senior leadership regarding system changes to facilitate improvements in business practices and delivery system performance. Facilitate training and provide technical assistance to counties and stakeholders regarding behavioral health network adequacy policy and data. Participate in meetings with DHCS programs, stakeholders, committees, and delivery systems to provide data-driven information and program policy.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as assigned.

Supervision Received: Under Direction by the (enter supervisor classification):Manager II.**Supervision Exercised: (check all that apply)**☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

- Ability to exercise a high level of initiative and independence, as well as work both collaboratively and cooperatively to complete assignments.
- Strong research, analytical, and organizational skills, and ability to work efficiently.
- Strong interpersonal skills.
- Ability to learn, either independently or with guided training, new processes and data tools.
- Excellent verbal and written skills.
- Experience using Microsoft suite software such as Excel, Word, Outlook, and PowerPoint.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing☒ Sitting☐ Kneeling☐ Bending

Travel May be Required:

☐ Occasional☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:

Daniyal Sadeghian Sorkhabi

Analyst Signature:

Daniyal Sadeghian Sorkhabi

Digitally signed by Daniyal Sadeghian Sorkhabi
Date: 2026.08.17 10:30:07 -07'00'

Date:

08/17/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: