

DUTY STATEMENT

Classification: Health Program Specialist II	
Working Title: HPS II	
Program: Department of Health Care Services	
Division: Provider Enrollment Division	
Branch:	
Section:	
Unit:	
Office Location: 840 Stillwater, West Sacramento, CA 95605	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 805-900-8336-001
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 general direction of the Provider Enrollment Division (PED) Chief, the Health Program Specialist II (HPS II) provides coordination and technical program assistance for interpretation, implementation and evaluation of health care policies as they relate to provider enrollment within Department of Health Care Services (DHCS) program areas. The HPS II will serve as a highly skilled technical program consultant, providing policy and consultative advice on the most complex and sensitive policy matters within the Division. The HPS II will function as the expert advisor and specialist on policy guidance and interpretation for management and cross-divisional and departmental projects. The position has considerable responsibility and independence in performing a wide variety of complex and sensitive technical, analytical and administrative assignments, and special projects on behalf of the Division Chief (D.C.). The position performs varied and highly complex analytical duties with a high degree of initiative, originality, responsibility, and confidentiality, handling multiple complex assignments and projects simultaneously, and with efficiency. The HPS II must develop and maintain effective working relationships with management, staff, and DHCS programs.	

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
45%	Researches, analyzes, and develops policy guidance for DHCS/Medi-Cal provider enrollment, applying program-specific expertise, complex research, regulatory interpretation, and technical subject matter expert support. Reviews statutes and enrollment requirements, recommending effective actions. Provides in-depth policy analysis, innovative solutions, and consultation to management and staff. Collaborates with internal and external partners and serves as a liaison and program expert to support planning, development, and oversight of complex enrollments.
35%	Provides project management support to Division and Branch Chiefs, focusing on state and federal enrollment policy. Makes independent decisions to resolve issues related to assigned projects. Serves as a policy subject matter expert for providers enrolling in Medi-Cal. Offers expertise in interpreting specific Medi-Cal policy and State and Federal laws. Responds to inquiries from the Director's Office and Office of Legislative and Governmental Affairs. Presents findings to relevant DHCS programs to address policy gaps and recommend feedback for changes.
15%	Respond to complex, confidential and sensitive emails and other correspondence, involving policy, legislative, media, budget and program issues. Draft formal responses to controlled, sensitive, or technical complex correspondence and documents. Independently gathers and analyzes information needed to answer policy concerns and makes recommendations to the D.C. on how to address them. Proofread documents and make necessary corrections. Format documents in a professional and accurate manner. Serves as a liaison on behalf of the D.C. to other executives, stakeholders, and vendors. With assistance from management, coordinate with staff and management within DHCS, other state and county agencies, or outside contractors as appropriate or applicable to support the success of projects.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as required.

Supervision Received: Under General Direction by the (enter supervisor classification):PED Division Chief, CEA B.**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:**

Strong analytical, organizational, and problem-solving skills, particularly in program monitoring & oversight.
Ability to research, critically analyze, and interpret information.

Ability to adapt to changes in workload, prioritize workload, and shift focus as needed.

Strong written and verbal communication skills.

Experience in composing reports, and other professional written communication.

Proactive and autonomous approach to learning and development.

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:
Harold SnyderAnalyst Signature:
Harold SnyderDigitally signed by Harold Snyder
Date: 2026.08.28 10:22:20 -07'00'Date:
08/28/2026**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: