

DUTY STATEMENT

Classification: Health Program Specialist I	
Working Title: Justice Initiative Specialist	
Program:	
Division: Office of Strategic Partnerships (OSP)	
Branch: Justice-Involved Reentry Services Branch	
Section:	
Unit: Policy Implementation and Monitoring Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 803-100-8338-003
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 Unit Chief (Supervisor I) the Health Program Specialist I (HPS I) serves as an advisor and specialist related to the implementation, monitoring and oversight of the CalAIM Justice Initiative and Providing Access and Transforming Health (PATH) Initiative. The HPS I will work to develop initiatives that support justice-involved individuals by providing key services for release, enrolling them in Medi-Cal coverage and connecting them with behavioral health, social services, and other providers that can support their re-entry into society. The HPS I will monitor and provide support and technical training to counties as they implement processes and PATH funds in county jails and youth correctional facilities to support this effort. The incumbent will be essential in the development, design, and implementation of activities and efforts to support this CalAIM initiative, including but not limited to conducting readiness reviews, data collection, analytics, governance, oversight, and compliance enforcement. These duties require the incumbent to conduct themselves in a professional manner, demonstrate strong analytical skills, have effective problem solving and organizational abilities, the ability to research and interpret laws and regulations, and the appropriate skills to present upper management with recommendations and alternatives to identified issues. The incumbent must have the ability to handle confidential/sensitive information.	

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
40%	Lead and manage various projects, such as the Justice-Involved Initiative, impacting Correctional Facilities by planning, developing, implementing, and monitoring all aspects of the projects. Develop project processes and objectives for assigned efforts, including activities related to the Providing Access and Transforming Health (PATH) grant and readiness assessments with Correctional Facilities. Draft thorough reports and presentations to communicate project findings, recommendations, and updates to management and stakeholders. Perform analyses of issues including, but not limited to, justice-involved population enrollment, benefit delivery, care transitions, and relevant state and federal policy. Develop and present alternatives and recommendations, both orally and in writing, that reflect independent analysis and evaluation of operational factors, research findings, legislation, policy briefs, and related documents. Facilitate meetings associated with projects such as multi-divisional workgroups, webinars, stakeholder forums, and other convenings by setting agendas, coordinating content, and preparing meeting materials.
30%	Perform research and provide technical consultation regarding new systems and processes being developed. Conduct special studies and complex research when inquiries are received to ensure appropriate and accurate responses are provided. Analyze data to identify statewide trends and patterns of non-compliance, prepare detailed reports and complex data displays, and make recommendations to management regarding needed system changes to improve the overall statewide behavioral health delivery system. Conduct trainings and provide technical assistance to county jails, stakeholders, youth facilities and other institutions that deliver behavioral health services.
25%	Coordinate the development of new processes, policies and procedures. Assess the efficacy of monitoring processes and develop strategies for quality improvement. Develop and make recommendations to management related to processes, policies and procedures. Complete legislative bill analysis, budget change proposals, and regulations. Assist with the creation and development of behavioral health information notices. Act as the subject matter expert in providing training and consultation to the Medi-Cal Behavioral Health Policy Division and to the county behavioral health programs. Participate and represent the section, branch, division, and department in various work groups and committees with internal and external stakeholders.

Description of Duties:	
% of Time	Essential Functions

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

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor I _____.

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:**

- Experience providing technical assistance and training
- Knowledge of behavioral health programs
- Ability to communicate effectively both orally and in writing
- Strong organizational skills
- Ability to work independently
- Experience with health policy analysis

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:
Claire EddeAnalyst Signature:
Claire EddeDigitally signed by Claire Edde
Date: 2026.08.25 12:02:54 -07'00'Date:
08/25/2026**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: