DUTY STATEMENT

Classification: Health Program Specialist II	
Working Title: Policy and Network Adequacy Lead	
Program: Health Care Delivery Systems	
Division: Managed Care Quality and Monitoring Division	
Branch: Managed Care Program Oversight Branch	
Section: Program Administration Section	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 805-149-8336-920
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 Health Program Manager II, the Health Program Specialist II (HPS II) serves as the policy and network adequacy lead within the Managed Care Quality and Monitoring Division (MCQMD). The incumbent functions as a highly skilled technical consultant, responsible for the ongoing review, reconciliation, and monitoring of MCP 274 files and network data with the Open Data Portal and Provider Application and Validation for Enrollment (PAVE). The HPS II conducts continuous analysis to identify and resolve data gaps, ensuring the most current and accurate information for the Fee-For-Service (FFS) network. The position also performs complex analyses of delivery-system and benefit transitions affecting Medi-Cal managed care members, including changes related to Community Supports and other managed care services, identifying continuity-of-care issues, provider network impacts, operational dependencies, and reporting gaps. The HPS II collaborates with MCP network adequacy teams, Community Supports program staff, and internal DHCS divisions to assess provider and network information, reconcile enrollment, authorization, and service data, and support development of standardized monitoring approaches that improve visibility into provider availability, service transitions, and emerging access issues. The incumbent evaluates provider appointment availability and new patient acceptance through systematic data analysis; develops analytical reports, dashboards, and issue briefs that synthesize managed care information; and supports readiness and post-implementation monitoring for major program, benefit, network, or delivery-system changes.

Job Summary (cont):

As the policy and network adequacy lead, the HPS II translates analytical findings into actionable, plain-language policy updates, refines guidance to maintain alignment with DHCS Unified Information Systems (UIS) policies, and leads cross-branch and cross-divisional projects involving managed care data, provider networks, member transitions, and Community Supports. The incumbent engages stakeholders to resolve data and directory discrepancies, supports coordinated implementation activities across DHCS programs, and exercises a high degree of independence and expertise while performing functions that are sensitive and critical to the Department's mission. The position requires established knowledge of managed care, health care services, and policy development, as well as strong analytical, communication, and collaborative skills.

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%	Serves as the Department's subject matter expert (SME) on policy and network adequacy issues related to MCP 274 file reconciliation, FFS network data maintenance, and alignment with DHCS Unified Information Systems (UIS) policies. Independently evaluates analytical findings and translates complex technical information into actionable, plain-language policy updates, guidance documents, and procedures. Leads development and refinement of standards and standardized monitoring tools that support network accuracy, provider data completeness, MCP compliance with State and Federal requirements, and visibility into provider availability and access to managed care services, including Community Supports. Presents analytical findings, policy recommendations, and network adequacy updates to departmental leadership, internal divisions, MCPs, and other stakeholders. Represents the program in high-level discussions with internal divisions, MCPs, and stakeholders, providing expert consultation to ensure consistent interpretation and implementation of policy across systems and operational readiness for managed care delivery-system and benefit transitions, including terminations or sunsets of Community Supports.
30%	Conducts advanced analyses of MCP 274 submissions, PAVE enrollment data, Open Data Portal listings, and FFS network information to identify discrepancies and data gaps. Designs and executes ongoing reconciliation processes and cross-divisional alignment of program, provider, enrollment, authorization, and service information to maintain the most current and accurate provider and network records when delivery-system changes may affect member access or continuity of services. Applies expert knowledge of data evaluation, program research methods, and health systems operations to monitor provider appointment availability, new-patient acceptance, and network adequacy indicators, including analysis of delivery-system and benefit transitions that may affect access to Community Supports and other managed care services. Develops recommendations for departmental leadership to improve data quality, reduce risk, address reporting gaps, and enhance systemwide accuracy and compliance.
20%	Provides high-level consultation and technical assistance to MCP network adequacy teams, DHCS divisions, and external partners to resolve provider directory inconsistencies and support compliance with State and Federal standards. Collaborates with Community Supports program staff and other DHCS partners to assess provider and network information associated with managed care services, identify data gaps or inconsistencies, and support development of monitoring approaches that improve visibility into provider availability, service transitions, and potential access issues. Facilitates communication across systems to ensure timely, accurate, and understandable information exchange during program, benefit, network, or delivery-system changes, and supports readiness and post-implementation monitoring, including assessment of

Description of Duties:	
% of Time	**Essential Functions**
	operational dependencies, provider impacts, member transition risks, and implementation issues requiring coordination across DHCS programs. Leads cross-branch and cross-divisional special projects involving managed care data, provider networks, member transitions, Community Supports, and other initiatives requiring coordination among policy, monitoring, network adequacy, and operational programs. Serves as a program representative on workgroups, committees, and task forces.
15%	Plans, organizes, and evaluates program workflows and special projects related to network adequacy and provider data quality. Supports development, implementation, and refinement of standardized monitoring tools and reporting processes for managed care benefit or service transitions, including Community Supports changes, terminations, or sunsets, and analyzes aggregate information to identify system risks, trends, and areas requiring cross-program coordination or escalation. Prepares analytical reports, dashboards, issue briefs, and other monitoring products that synthesize managed care data and identify trends affecting access, provider availability, continuity of services, or implementation of Community Supports and other managed care initiatives. Prepares reports, issue analyses, legislative and regulatory impact assessments, and recommendations for leadership; interprets complex State and Federal requirements and advises management on policy implications for data systems, compliance activities, and operational practices, including transition-related dependencies. Contributes to development of long-range program strategies, performance improvement initiatives, and integrated access-monitoring tools and leads or supports multi-divisional coordination to refine processes, assess program impacts, improve operational alignment, and strengthen statewide network adequacy oversight.

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Performs other duties as required, consistent with department needs and in alignment with the class specification.

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

The ideal candidate will demonstrate:
-Strong analytical and research abilities related to evaluating delivery-system and benefit transitions, identifying continuity-of-care risks, provider network impacts, operational dependencies, and data gaps affecting visibility into provider availability and member access, synthesizing findings and providing well-reasoned recommendations.
- Expertise in health program administration, including familiarity with Medi-Cal managed care operations, provider enrollment processes, network adequacy standards, and State/Federal regulatory frameworks.
- Advanced policy development and interpretation skills, with the ability to translate complex analytical findings into clear, actionable, plain-language policy guidance.
- Exceptional communication skills, demonstrating the ability to clearly articulate complex information in writing and verbally to diverse audiences, including MCPs, internal divisions, and external stakeholders.
- Strong project management and organizational skills, including the ability to manage multiple priorities,

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:	Analyst Signature:	Date:
Daniyal Sadeghian Sorkhabi	Daniyal Sadeghian Sorkhabi Digitally signed by Daniyal Sadeghian Sorkhabi Date: 2026.10.01 08:52:52 -07'00'	10/01/2026

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:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. **Essential Functions:** Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. **Marginal Functions:** Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. **Under Close Supervision:** Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. **Under Supervision:** The position is subject to continuous and direct control. **Under General Supervision:** The position is subject to a minimum of continuous and direct control. **Under Direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker. **Under General Direction:** This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. **Under Administrative Direction:** This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).