DUTY STATEMENT

Classification: Health Program Specialist II			
Working Title:			
Program: Health Care Benefits and Eligibility			
Division: Medi-Cal Eligibility Division			
Branch: Eligibility Policy II Branch			
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: 805-310-8336-002	
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 Manager II, Branch Chief, Eligibility Policy II Branch, the Health Program Specialist II (HPS II) serves as the lead specialist for the development, implementation, and policy consultation regarding the federal Medicaid rules. The HPS II must routinely demonstrate a high degree of independence, initiative, organization, and take actions that have broad implications on a variety of complex health programs and project activities; work effectively with various health disciplines, government agencies, contractors and advocates in implementing and updating Medi-Cal policy; track and monitor the project management activities associated with the implementation and updating of Medi-Cal policy; research, develop, and facilitate Medi-Cal eligibility policy trainings for internal and external audiences; mentor analyst staff within the Branch on project management, policy development, and system implementations; and serve as a technical program expert to higher level management and represent the department's position in public forums.

The HPS II will provide expert consultation services to Unit, Section, Branch and Division staff, executive management team members and advocates, on implementation of new Medi-Cal eligibility policies and applying changes to existing Medi-Cal eligibility policies for the Division and other divisions within the Department of Health Care Services (DHCS), county human service departments and the public. The HPS II will lead workgroups with various external stakeholders, the Centers for Medicare and Medicaid as well as internal staff and executive management.

Job Summary (cont):

The HPS II represents DHCS in workgroups and meetings with Covered California, California Healthcare Eligibility Enrollment and Retention System (CalHEERS), the Statewide Automated Welfare Systems (SAWS), county human services departments, and the County Welfare Directors Association (CWDA) in the development and implementation of uniform eligibility and enrollment policies and procedures.

The HPS II will perform the assigned duties proficiently with minimal supervision, exercising considerable independent judgment in providing policy and procedural recommendations that have significant impact on California's Medi-Cal program. The recommendations of this HPS II will affect county government operations and finances, and the health and welfare of the beneficiary population. The HPS II will have a thorough knowledge and understanding of state Medi-Cal eligibility laws and regulations, as well as remain up-to-date with the frequent changes occurring in the program. Instate travel and overnight stays may be required five percent or less of the time.

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%	Project management over Medi-Cal policy implementations and updates which includes developing and updating the project plan, tracking project activities, assigning and monitoring tasks, and updating executive DHCS leadership. As the lead and project manager, the HPS II is responsible for the Branch's most sensitive and complex projects, including but not limited to: comprehensive training and support activities for counties; serve as lead policy analyst for system change design sessions and technical support; and develop and monitor Medi-Cal beneficiary updated contact information enhancements plan. The HPS II collaborates and negotiates with other divisions within the DHCS and with external stakeholders, such as advocacy groups, Covered California, CalHEERS, county human services departments, SAWS, and CMS in developing and implementing new policies, system changes, and regulations for existing Medi-Cal programs that comport with all state and federal mandates. The HPS II implements and oversees standardized processes for project documentation that ensures materials are archived, accessible, and correctly filed.
40%	The HPS II provides expert consultation to the Division and executive management, and coordinates with DHCS legal staff, other DHCS divisions, federal and state agencies, legislature, advocates, county agencies and Medi-Cal committees to identify sensitive and complex issues, conduct appropriate research and to provide recommendations and strategies for problem resolution and to provide feedback on a variety of significant high profile Medi-Cal program policies. The HPS II prepares briefing papers and participates in meetings with DHCS executive management to address emerging issues and to offer recommended solutions. The HPS II will independently represent DHCS and the Branch in a variety of internal and external stakeholder settings to develop, analyze and implement federal and State Medi-Cal eligibility legislation and regulations related to impacts on Medi-Cal eligibility programs. The HPS II analyzes eligibility policy with a focus on integrating federal and state requirements and recommends specific policy solutions to discrepancies between the DHCS directives and county implementation. The HPS II provides technical assistance to the counties and external entities regarding complex and significant Medi-Cal program policy interpretations and instructions, regarding high level, high profile projects and assignments.
15%	The HPS II will serve as a lead and mentor for analytical staff within the Branch in regards to policy and system implementations. Mentoring responsibilities include providing one-to-one technical assistance related to project management policy implementations; develop, coordinate and conduct policy implementation training for new and existing analysts within the Branch; and share best practices and resource materials during team meetings.

Description of Duties:	
% of Time	**Essential Functions**

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Instate travel and overnight stays may be required five percent or less of the time. Other duties as required.

Supervision Received: Under General 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:

Previous experience mentoring staff.
Basic knowledge of Medi-Cal eligibility rules.
Experience with providing policy technical support for automation changes.
Experience leading internal and external workgroups.
Ability to work independently and as part of a team.
Analytical and research skills (ability to analyze complex situations and provide recommendations).
Effective communication skills (both written and verbal).
Strong project management skills.
Experience implementing significant policy and system changes.

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:

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).