

DUTY STATEMENT

Employee Name:	Position Number: 580-530-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Prenatal Screening Quality & Systems Analyst	Work Location: 850 Marina Bay Parkway F-175 MS1200, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Genetic Disease Screening Program	Branch/Section/Unit: Program and Policy Branch Prenatal Screening Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by leading statewide program initiatives and overseeing Case Coordination Centers (CCCs) to the California Prenatal Screening (CA PNS) Program in the Genetic Disease Screening Program (GDSP).

The incumbent works under the general direction of the Health Program Manager II (HPM II), Director of the Prenatal Screening Section. The Health Program Specialist II (HPS II) plays a key role in advanced program coordination and policy leadership implementation for the CA PNS Program and provides professional guidance on the planning for Program and laboratory changes, the development of Program policies and standards, the monitoring of CA PNS CCCs and coordinators (contract staff such as registered nurses or genetic counselors) at regional Program offices, compliance of cfDNA laboratory contractors, and the evaluation and implementation of CA PNS policies and standards.

Up to 5% travel may be required to attend CCC site visits and attend meetings in Sacramento.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% The HPS II is responsible for daily oversight and monitoring of contracts services and CA PNS case management at regional CCCs. The incumbent oversees the development, revision, and amendment/renewal of CCC contracts and reviews/approves contractor budget usage requests, staffing adjustments, invoices, and training proposals to ensure alignment with CA PNS requirements. The specialist monitors CCC contractor performance by analyzing electronic case data, workload distribution, and compliance with non-clinical program standards. The incumbent oversees cfDNA laboratory contractor compliance regarding services pertaining to specimen results, case management, and data transmission. Develops and implements performance monitoring tools and communication strategies to ensure consistent interpretation and implementation of GDSP policies among contracted CCCs and cfDNA laboratories. The specialist participates in planning and conducting statewide training sessions for coordinator staff, ensuring that program protocols, systems, and operational practices are applied consistently across regional offices and institutions.
- 20% The HPS II leads the development, refinement, and statewide implementation of nonclinical policies, operational standards, and program procedures. This includes performing complex data analysis to identify operational trends, evaluate program risks, and recommend improvements. The incumbent maintains and updates program manuals and business process documents, including the CA PNS Coordinator Protocol Manual, and ensures consistent implementation and distribution of guidance across regional Case Coordination Centers. Plans, organizes, and facilitates annual PNS Stakeholder Forums to support program evaluation through dissemination of program updates, collection of community feedback, and facilitation of listening sessions. Provides leadership in agenda development, content coordination, and collaboration with statewide partners. As a representative of the program on the California Community Values Panel, the specialist offers technical and operational expertise to inform broader statewide discussions. Additionally, the incumbent supports the Director of the Prenatal Screening Section in advancing high-priority administrative initiatives, participating in operational planning, and contributing to the evaluation and development of new policies and procedures based on evidence, data review, and stakeholder input.
- 15% The HPS II supports system development by leading and coordinating the identification of program requirements for the Screening Information System (SIS) 2.0, the CalGenetic Portal, and related GDSP applications. The incumbent translates program needs into clear functional specifications and business rules and collaborates closely with the IT staff and development contractors to ensure system changes meet operational requirements. The specialist designs, conducts, and participates in user acceptance testing, including developing test cases,

validating new system features, documenting system issues, and verifying that solutions function as intended before deployment. After system releases, the specialist monitors system behavior, collects and analyzes user feedback, and collaborates with technical teams to resolve defects or workflow challenges. Manages SIS 2.0 case assignment workflows, ensuring that cases are routed to regional coordinators based on established criteria and operational priorities.

- 15% Within the quality assurance and monitoring function, the HPS II leads group projects and initiatives, including those that support overall program operations. The incumbent organizes and collaborates with other GDSP teams to monitor and correct CA PNS contractor compliance issues. These include drafting and reviewing nonclinical program communications such as newsletters, guidance documents, educational materials, and external partner updates. The incumbent maintains SharePoint content, online content, program documentation, and organized repositories to ensure that program materials are accessible, consistent, and updated in support of transparency and statewide alignment across the CA PNS Program.
- 10% The HPS II leads the planning and coordination of statewide meetings involving CA PNS Program partners and stakeholders, including developing agendas, preparing program updates, coordinating logistics, and ensuring that materials and follow-up actions are documented clearly and shared promptly. The incumbent prepares and presents program operations updates for quarterly PDC Director meetings and responds to questions related to nonclinical aspects of the program. The HPS II provides technical leadership to staff responsible for implementing Continuing Medical Education (CME) offerings for OB/GYN providers and the broader prenatal care community and conducts meeting presentations as required. When requested by the CME Advisory Committee, the specialist contributes to curriculum design, reviews educational materials for accuracy and alignment with CA PNS program policies and ensures that program content is communicated effectively through these learning opportunities. The incumbent coordinates activities of GDSP staff responsible for maintaining/organizing records, SharePoint postings, and communication channels among contractors, internal units, and external partners.

Marginal Functions (including percentage of time)

- 5% The HPS II plans, coordinates, and conducts site visits to regional CCC offices to review contract compliance and protocol adherence, identify operational challenges, and provide recommendations for improvement. Following each visit, the incumbent prepares a comprehensive written report that documents findings, identifies areas requiring corrective action, and outlines follow-up steps, and supports the program in tracking and facilitating the implementation of corrective actions to ensure continuous improvement and statewide consistency in program operations.
- 5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: HD

Date: 10/2026