DUTY STATEMENT

Classification: Health Program Specialist I	
Working Title: Health Program Specialist I	
Program: Behavioral Health	
Division: Community Services	
Branch: Behavioral Health Services Act	
Section: BHSA Monitoring and Oversight	
Unit: Fiscal Oversight Unit 3	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 806-456-8338-024
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 direction of the Supervisor I, the Health Progam Specialist I (HPS I) assumes responsibility in methodology development and implementing policy procedures and fiscal oversight for the Behavioral Health Services Act (BHSA). The BHSA provides funds to local governments for the provision of behavioral health services to assist with the treatment and prevention of behavioral illness. Statewide travel, possibly overnight, is required up to 10% of the time.

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%	Serve as a subject matter expert and/or lead for the BHSA programs, services and reporting and acts as advisor, consultant, negotiator, and liaison to the BHSA staff and management, in DHCS and/or other state agencies regarding the development of fiscal policies and implementation of the BHSA. Research and develop fiscal policies necessary to implement the BHSA in response to new statutes, or changes to statutes or regulations. Work collaboratively with other business partners and stakeholders to establish accurate and uniform financial reporting for all BHSA services programs and components, consistent with statutory and regulatory requirements, and for use in overseeing the use of BHSA funds and statewide reporting. Conduct and participate in meetings and teleconferences with DHCS staff and management, and Agency staff and management. Attend high-level management meetings to present issues, recommendations and alternatives for management decision related to BHSA fiscal policies. Act as a project lead to analytical or program staff as needed. Prepare materials for oral and written presentations to other DHCS staff, stakeholders, or legislative members. Summarize fiscal data for inclusion in written reports to the Legislature, presentations to stakeholders, and for other purposes. Monitor county progress towards completion of plan of corrections resulting from fiscal audits, and provide necessary technical assistance and training to resolve compliance deficiencies.
20%	Develop distribution methodology for the BHSA revenue allocations to the counties; analyze county/state population data relevant to the methodology; maintain data and records documenting changes in population, service provision, county expenditures, level of need, and other methodology criteria to update the methodology/distributions. Coordinate with other state departments as to the distribution methodology and to obtain information related to the county distributions for inclusion in the counties BHSA Annual Revenue and Expenditure Report.
15%	Provide fiscal oversight of BHSA local funds; Review existing statutes to develop reversion calculations for unexpended funds; Work in collaboration with government partners to establish evaluation criteria; Analyze, monitor and verify expenditure reports to track use of funds and determine reversion; Communicate with counties and other state agencies to report findings or discrepancies; Work with other state entities to develop and implement process for collecting reverted funds. Coordinate and disseminate information to state, county, and local stakeholders. Research and prepare responses to special requests for information related to BHSA services, programs and components.
15%	Collaborate with other State agencies and government partners regarding changes to existing policies; Draft instructions to counties regarding changes or updates to policies and ensures information is shared in a timely, concise and consistent manner. Statewide travel, possibly overnight, may be required up to 10% of the time. Assist on special projects as needed.

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 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:
-Able to use critical thinking and prioritize while under the pressure of working deadlines
-Ability to show initiative, tact, originality, and good judgment.
-Ability to communicate effectively, demonstrate excellent customer service skills, interpersonal relationship skills and organizational skills with attention to detail.
-Knowledgeable in Microsoft Excel

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:
Jennifer Vang	Jennifer Vang Digitally signed by Jennifer Vang Date: 2026.09.28 09:46:58 -07'00'	09/28/2026

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: