DEPARTMENT OF DEVELOPMENTAL SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
STATE OPERATED FACILITIES BRANCH

DUTY STATEMENT

JOB TITLE: Health Program Specialist I **POSITION:**472-578-8338-001

WORKING TITLE: **EMPLOYEE**:

POSITION DESCRIPTION: Under the direction of the Supervisor I in the Policy Unit, the Health Program Specialist (HPS I) serves as a highly skilled technical program consultant supporting the State Operated Facilities (SOFs). The HPS I provides policy analysis, and technical consultation concerning SOF operations, regulatory compliance, and program effectiveness to support consistent service delivery and informed management decisions.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Supervisor I, Policy Unit

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Research, analyze, and develop recommendations for SOF policies, procedures, and guidelines governing the care and services provided to individuals with intellectual and developmental disabilities. Interpret applicable laws, regulations, licensing and certification requirements, and departmental policies to identify needed policy revisions and evaluate their operational implications. Review existing policies for accuracy, consistency, continued applicability, and alignment with current requirements; prepare proposed revisions and supporting analyses for management review and approval. Coordinate policy development and review with departmental and divisional subject matter experts and designated SOF staff; evaluate comments, resolve technical inconsistencies within the assigned scope, and elevate unresolved policy issues to the supervisor. Maintain policy review schedules, revision histories, and approved policy materials, and coordinate distribution of approved changes to support consistent implementation across SOF. Analyze assigned legislative proposals affecting SOF policies and services and prepare findings and recommendations for management consideration.

30% Collaborate with interdisciplinary teams to develop program improvement objectives, performance measures, and project milestones for existing and planned SOF operations. Evaluate operational processes and implementation issues, monitor progress against established measures, and recommend adjustments to support

division and departmental goals. Coordinate with Quality Assurance Standards and Compliance Coordinators, Clinical Records staff, and other designated subject matter experts to assess the operational effects of regulatory changes and applicable Provider Information Notices (PINs) and support implementation of approved requirements. Identify related staff training needs and assist designated staff in developing consistent training requirements, implementations materials, and reporting processes. Analyze incident trends and health and safety information to identify program-level concerns and recommend improvements for management consideration. Coordinate with regional center and SOF staff, as assigned, to clarify reporting requirements and address implementation issues; prepare status summaries and elevate unresolved concerns to the supervisor.

25% Compile, validate, and analyze census, demographic, and population movement data for individuals served by SOFs to prepare assigned daily, weekly, monthly, quarterly, and annual reports. Review data for completeness and consistency, investigate discrepancies with reporting staff, and document data definitions, methods, and limitations to support accurate and comparable reporting. Evaluate population changes and reporting trends and prepare summaries explaining their implications for SOF planning and operations. Provide technical consultation to State Operated Facilities Branch (SOFB) leadership and program staff regarding assigned data requests, appropriate measures, interpretation of results, and reporting limitations. Collaborate with the HPS II, risk management staff, and research staff to clarify data definitions, improve collection and reporting methods, and respond to nonroutine information requests. Prepare analytical findings and proposed responses for review through established branch processes.

Marginal Job Functions:

5% Participate, as assigned, in occasional branch and division committees and workgroups addressing matters ancillary to the position's primary policy, program improvement, and data analysis responsibilities. Prepare background materials, agenda items, and supplemental informational presentations; summarize discussions, document recommendations, and action items, and communicate relevant updates to the supervisor and appropriate staff. Assist with follow-up on assigned committee activities and provide program information within the scope of the position's expertise.

5% Other duties as assigned within the scope of the classification. These may include reviewing supplemental reference materials, assisting with updates to internal unit procedures, and preparing brief summaries or recommendations associated with these assignments.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment and/or telework. This position is eligible to participate in the Department's hybrid telework schedule. Participation in teleworking is subject to the

Department's guidelines. Travel may be required for up to 10% of the time.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Lanterman Act and developmental disabilities service system; applicable laws, regulations, policies, and standards affecting SOF operations and services; principles and practices of health program administration, policy analysis, program planning, implementation, monitoring, and evaluation; analytical and research methods used to evaluate program issues and develop recommendations; methods of collecting, validating, analyzing, and reporting program data; legislative and regulatory processes; preparation of analytical reports and presentations; and Microsoft Office applications, particularly Word and Excel.

Ability to: Research, interpret, and apply laws, regulations, policies, and program requirements; analyze complex program and operational issues, evaluate alternatives, and develop well-supported recommendations; develop and revise policies, procedures, guidelines, and implementation materials; collect, validate, organize, analyze, and explain program data; prepare clear, accurate, and comprehensive reports, correspondence, and presentations; communicate technical information effectively to varied audiences; provide technical consultation and assistance to program staff and management; establish and maintain effective working relationships with interdisciplinary teams and internal and external partners; facilitate discussions and coordinate assigned activities, exercise sound judgement, protect confidential information, and recognize matters requiring management review; organize competing assignments and complete work within established timeframes; and use Microsoft Word and Excel to prepare policy documents, analyze program data, and develop reports and presentations.

CERTIFICATION OR LICENSE: None

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.