

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-406-8338-909</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Encumbrance, Revenue, and Fund Specialist	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: Office of AIDS Support Branch/Fiscal Integrity Section/Rebate Fund Fiscal Monitoring Unit

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.

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**Competencies**


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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 Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing the more varied, and complex technical and analytical assignments. The Health Program Specialist (HPS) I's primary focus is to monitor, track, and make high level recommendations for Office of AIDS's (OA) special fund, the AIDS Drug Assistance Program (ADAP) Rebate Fund (Fund 3080), and to establish, track, revise, and coordinate OA's encumbrances. The HPS I is responsible for the tracking, monitoring, and reconciling nearly half a billion dollars in revenues (rebate checks) deposited into the ADAP Rebate Fund annually that are produced from invoicing drug manufacturers for drugs purchased by ADAP clients. The HPS I will

work closely with CDPH Accounting to ensure revenues (rebate checks) are deposited and that the fund balance is adequate to support program needs. The HPS I interacts with various levels of management, government, and contractors. The HPS I will also be responsible for taking care of OA's encumbrances by working with OA programs and the procurement and purchasing unit to encumber, dis-encumber, track encumbrances, and review STD 215 documents.

The incumbent works independently under the direction of the Staff Services Manager (SSM) I, Chief of the Rebate Fund Fiscal Monitoring Unit.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 40% Primary specialist managing OA's encumbrances. Analyzes encumbrance and expenditure data from the California Department of Public Health's FI\$Cal system and from any other applicable CDPH Accounting reports to identify encumbrance and expenditure posting discrepancies. Maintains and updates encumbrance tracking sheets to coordinate encumbrances and dis-encumbrances with OA programs and with contract staff. Ensures encumbrances are in alignment with budget authority, procurement budgets, and if applicable grant funding. Works to monitor encumbrance balances and zeros out encumbrance balances after confirming with invoice staff and program staff that all invoices have been received and processed.
- 35% Responsible for monitoring and tracking the collection of revenue (rebate checks) from drug manufacturers via revenue tracking sheets. Serves as the primary check processor and ensures checks are properly taken to CDPH Accounting for deposit. Works with the OA Support Branch management to maintain processes to ensure fiscal controls for revenues are in place and adhered to within OA. Analyzes revenue and expenditure data in relation to OA's special fund, the ADAP Rebate Fund (Fund 3080), from the California Department of Public Health's FI\$Cal system and from any other applicable CDPH Accounting reports to identify posting discrepancies. Provides revenue and Fund 3080 information and projections to management and programmatic branch staff for the purpose of making decisions regarding program operations. Performs analysis on revenue and Fund 3080 data to identify current or potential problems and formulates solutions.
- 10% Serves as a backup invoice processor for OA. Receives invoices from OA Program Branch staff and works to route them through the organization to secure all required signature approvals. Prepares invoices for submission to accounting and makes the official submission for final processing. Records all submission and monitors invoice payment status through final execution. Updates all applicable tracking records.

10% Assists and coordinates activities related to ensuring the fiscal mandates and laws stipulated in the Health and Safety Code and from ADAP Branch’s federal funding entity. Assists with responses to Office of AIDS’s Legislative Analyst regarding fiscal policy requests and legislative bills related to revenue (rebates) and Fund 3080. Provides technical assistance and supports management and fiscal analysts regarding accounting and budget related drills except for revenue related drills, which this position will act as the lead. Coordinates and acts as a liaison with programmatic branches, CDPH’s Budget Office and Accounting, and external entities including control agencies in regards to budgets, accounting, and financial reporting for state, federal, and state special funds. Responds to the ongoing programmatic branch needs for budget and expenditure information and resolution of technical issues or delayed payments.

**Marginal Functions (including percentage of time)**

5% Performs other HPS I job-related duties that includes but is not limited to developing Contracts, Purchase Orders, Service Orders, and working on special assignments as assigned by management. Assists with grant applications as needed.

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: J.F.  
 Date: May 24