

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-405-8336-001</b>
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: ADAP Branch Specialist	Work Location: 1616 Capitol Ave, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Disease / Office of AIDS	Branch/Section/Unit: AIDS Drug Assistance Program (ADAP) Branch

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 Resource's Job Descriptions webpage](#).

### **Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the AIDS Drug Assistance Program (ADAP) Branch Specialist, including providing analysis and recommendations on the day-to-day programmatic and administrative operations of the Branch as directed by the ADAP Branch Chief. The Health Program Specialist (HPS) II, under the general direction of the ADAP Branch Chief, will be responsible for planning, coordinating, and directing the most high-level assignments within the ADAP Branch which is comprised of three sections, the: 1) Eligibility and Operations Section; 2) Program Integrity and Operations Section; and 3) Client Services, Quality Assurance, and Training Section. The ADAP Branch oversees ADAP, the Pre-Exposure Prophylaxis Assistance Program (PrEP-AP), and other related initiatives.

The HPS II will work closely with the ADAP Branch Chief on multiple high-priority and sensitive assignments across the Branch with an annual budget of \$400 million. The HPS II will work closely with both internal and external partners, including stakeholders on the most urgent, highly visible, and high-profile matters related to the ADAP Branch. The HPS II will brief the ADAP Branch Chief on legislation and policy changes with anticipated programmatic impacts and will provide talking points for meetings, briefings, and hearings with Division management, Center leadership, directorate staff, California Health and Human Services Agency, the Department of Finance, the legislature, and the Governor's Office.

The incumbent works under the general direction of the Staff Services Manager (SSM) III, ADAP Branch Chief and will represent the Branch Chief in meetings, presentations, etc. as requested.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 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% Serves as a high-level subject matter expert (SME) and provides technical consultation to the ADAP Branch Chief. Under the direction of the Branch Chief, leads, organizes, plans, coordinates, develops, and implements ADAP Branch-related activities and provides oversight to ensure programmatic operations are in compliance with contractual obligations, state and federal law, and requirements from ADAP's federal funder, the Health Resources and Services Administration. Works closely with the Branch Chief and the ADAP Branch management team to develop policies and procedures for the three sections under the ADAP Branch. Maintains up to date knowledge of existing and evolving laws, regulations, federal grant requirements, policy changes, and fiscal matters. Works with the ADAP Branch management team to monitor contract statuses, ADAP Branch's multi-million state and federal fund expenditures, the ADAP Rebate Fund, and briefs the ADAP Branch Chief. Performs the more complex and sensitive assignments and tasks for the Branch Chief, including researching and drafting responses to stakeholders and addressing highly visible issues. Works with OA's Legislative Analyst on any bills that will or may have an impact to the ADAP Branch. Ensures the ADAP Branch is meeting program goals and objectives. Provides technical assistance and training as needed to Section Chiefs, Unit Chiefs, and ADAP Branch staff as needed.
- 25% Provides guidance, timelines, and technical assistance to the ADAP Branch management team to respond to legislative, intra- and inter-departmental, and other requests, drills, and inquiries. Coordinates program timelines and assigns staff to respond to federal and state audit requests. Ensures audit-related deliverables are complete and accurate, prior to upper management's review. Works closely with Section and Unit Chiefs to coordinate completion of federal reporting requirements within the required timelines, reviews fiscal reporting, and

writes reports. Provides SME and technical assistance, including writing and reviewing grant applications. Establishes, implements, and maintains monitoring strategies to ensure the ADAP Branch's objectives are achieved by conducting site visits, evaluating progress reports, and overseeing and monitoring program reporting systems for program activities. Monitors the ADAP Branch's multi-million budget, expenditures, and rebate funds. Researches and provides management with recommendations to improve fund tracking, monitoring, and reconciliation of funds. Reviews, analyzes, and reconciles invoice and rebate data provided by program and contractual staff for accuracy. This position will work closely with the ADAP Fiscal and Forecasting Section and the ADAP Evaluation and Monitoring Section on data and high-level analysis.

- 25% Builds and maintains expert level knowledge of federal 340b Program and rebate-related business requirements including contractual service level agreements, performance guarantees, grant restrictions, and legislative mandates. Works to expand the efficiency of ADAP 340b rebate operations to maximize rebate collections. Ensures that ADAP needs are met for internal and external rebate data, reporting, and analytics. Reviews 340b Program policies and procedures on an ongoing basis and offer contributions and changes to ensure 340b compliance. Develops and fosters working relationships to facilitate productive exchanges of information to improve program efficiency and promote program compliance. Provides data, information, and reports as needed. Works with internal and external staff to solve problems related to invoicing, payment allocation, dispute management and reporting of rebates. Evaluates and makes recommendations regarding cost savings opportunities.
- 10% Works closely with the ADAP Branch management team to ensure all contractual requirements are being met. Reviews invoices for accuracy against contract requirements. As a SME, provides input, feedback, and recommends solutions to various programmatic and administrative issues. Works with the ADAP Branch management team and briefs the ADAP Branch Chief of any concerns related to contract vendors. Works with the ADAP Branch management team to draft and edit contract procedures on an ongoing basis. Oversees the policy and procedures for contract processing, tracking, monitoring, etc.
- 5% Drafts talking points for the Branch Chief to testify before the Legislature as a representative of CDPH as well as other high-level meetings. Makes presentations related to public health policy as well as presentations to providers, stakeholders, and advocates related to policy development and implementation. Prepares testimony for legislative hearings and provides specific information related to public health policy trends, research studies, legislative proposals, and regulation development.

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

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- 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: Nathalia Klyn

Date: 06/28/2024