

DUTY STATEMENT

Civil Service Classification: Health Program Specialist I	
Working Title: Health Program Specialist I	Position Number: 806-109-8338-002
Unit:	COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Section: Research Section	Telework Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Branch: Data Analytics & Case Development Branch	Maximum Number of Telework Days: 5
Division: Investigations Division	Bilingual Fluency (Specify language):
Program: Audits and Investigations	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

Job Summary:

This position independently interacts with healthcare program stakeholders and Department of Health Care Services (DHCS) managers on a daily basis to aggressively pursue and attain project benchmarks as well as the Departments goals to ensure quality health care for all Californians. The HPS I, as an expert, will speak with authority on Medi-Cal programs under review in order to foster a collaborative atmosphere with Centers for Medicare & Medicaid Services (CMS) and other federal entities, Medicaid program staff on a national level, state stakeholders, and county workgroups, and gain the consensus of multiple medical professionals, Medi-Cal program stakeholders, and technical staff.

Supervision Received:

- | | |
|--|---|
| <input type="checkbox"/> Under close supervision | <input type="checkbox"/> Under direction |
| <input type="checkbox"/> Under supervision | <input checked="" type="checkbox"/> Under general direction |
| <input type="checkbox"/> Under general supervision | <input type="checkbox"/> Under administrative direction |

Of the (enter supervisor classification): Research Data Supervisor II

Supervision Exercised:

- | | |
|--|---|
| <input type="checkbox"/> Multi-disciplinary Staff (Check all that apply) | <input checked="" type="checkbox"/> Non-Supervisory Classification / None |
| <input type="checkbox"/> Clerical Staff | <input type="checkbox"/> Professional Staff |
| <input type="checkbox"/> Analytical Staff | <input type="checkbox"/> Supervisory Staff |
| <input type="checkbox"/> Technical Staff | <input type="checkbox"/> Managerial Staff |

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:	
Percent of Time	Essential Functions
40%	As a project manager for a three year cycle Payment Error Rate Measurement (PERM), acts as the State liaison between CMS, its three contractors and the various Departments and Divisions that participate in the PERM. Implements, monitors and updates the project management controlled schedule. Organize and manages multiple deliverables to the various PERM systems of record to meet deadlines established in federal regulations. Review and analyze submitted deliverables for quality and ensure the agreed upon business requirements as established by the outside statistical contractor and Enterprise Innovation & Technology Services (EITS). Analyze, interpret and advise the state staff regarding applicable state and federal regulations, federal audit requirements, error rate calculations formulas, sampling methodologies and the data security standards. Produce written reports of research and statistical analyses, payment error findings, corrective actions, and lessons learned documents. Work both independently and as a team member with a variety of internal and external staff to gather data for research. Consult with management and other governmental entities on audit findings, and make recommendations to management based on findings.
20%	Conduct intake meetings with each system of record and the various CMS contractors to discuss policy and regulations that will assist review contractor in their review of claims based on the state's business process. Work closely with the review contractor to assist with the auditing of claims data. Facilitate multiple synchronized data processing reviews between the review contractor and the systems of record. Provide additional policy information related to Medi-Cal claiming as needed by the review contractor to complete the data review process. Execute secure transfer of large data sets from systems of record to the review contractor. Request, receive and organize medical record information from providers, for the review contractor.
20%	Research and create written policy and procedures related to Medi-Cal delivery systems. Provide consultation on Medi-Cal program issues included in review findings, corrective actions and overpayment demands in defense of administrative appeals and civil litigation submitted by medical providers. Make determinations of CMS criteria to assess risks of payment error replication by the various healthcare programs administered by DHCS. Develop and improve medical / regulatory justification responses to CMS payment error findings and recoveries in collaboration with medical consultants, research staff, and program staff. Develop reports concerning the implementation and monitoring of federal and state legislation and proposals.

Description of Duties:

Percent of Time	Essential Functions
<p style="text-align: center;">15%</p>	<p>Conduct weekly meetings with statistical contractor and CMS on progress of the project. Facilitate bi-weekly web meetings with systems of record to provide status reports and gather input on specific healthcare and audit procedures, and consult with the other departments/programs on healthcare program policies, disseminate policy information on audit procedures and federal requirements to other healthcare programs, and propose and develop policy amendments. Update management, state stakeholders, technical staff and CMS on status and/or risks and issues which includes, but is not limited to, development of project definition statements and business requirements, a communication plan, time estimates for achievement of milestones, linear responsibility charts, cost/schedule variances, and risk assessment and mitigation planning documents. Attend multidisciplinary workgroup meetings to foster collaboration, encourage team building, and provide guidance regarding the review; to coincide with the information gained from the workgroup discussions; and prepare and deliver presentations to stakeholders, executive management, CMS, and other states. May attend anti-fraud meetings, conferences, or internal/external functions. Participate in training, staff meetings and conferences.</p>
Percent of Time	Marginal Functions
<p style="text-align: center;">5%</p>	<p>Performs other duties as required.</p>

Special Requirements:

- Medical Evaluation/Clearance
- Typing Certificate
- Valid CA License (Please Specify Type):
- Background Check/Fingerprinting Clearance
- Other:

Desirable Qualifications:

Working Conditions (Check all that apply):

Prolonged Periods of:

- Bending
- Kneeling
- Sitting
- Standing

Travel May be Required:

- Occasional
- Call Center
- Over Night

Requires Lifting of Heavy Objects up to:

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee's Name	Employee's Signature	Date Signed

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.

Print Supervisor's Name	Supervisor's Signature	Date Signed

INSTRUCTIONS

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

- Civil Service Classification Title:** Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
- Working Title:** Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. i.e., Personnel Liaison, Contracts Analyst, etc.
- Unit, Section, Branch, Division, and Program:** Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
- Position Number:** Enter the agency, unit, class code, and serial number of the vacant position being filled.
- COI Classification:** Check 'yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.
- Check 'no' if this position is not designated under the Conflict of Interest Code.
- Telework Eligible:** Check 'yes' if this position is eligible for a telework schedule. Be sure to indicate the maximum number of telework days allowable for the position in the field below.
- Check 'no' if this position is not eligible for a telework schedule.
- Maximum Number of Telework Days:** Enter the maximum number of telework days allowable for this position.
- Bilingual Fluency:** Specify the language for which the position is bilingual certified.
- Job Summary:** Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
- Supervision Received:** Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.
- Under close supervision:** Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.
- Under supervision:** The positions in the class are subject to continuous and direct control.
- Under general supervision:** The positions in such a class are subject to a minimum of continuous and direct control.
- Under direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker.

Supervision Received (Continued) **Under general direction:** Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.

Under administrative direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.

Supervision Exercised: Check the classification type(s) supervised by this position. If it is a non-supervisory position, check Non-Supervisory Classification / None.

Description of Duties: Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.

Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.

Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions and they make-up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.

Special Requirements: Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.

Desirable Qualifications: Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.

Working Conditions: Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.

Human Resources Acknowledgement: Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement: Sign the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.

Supervisor Acknowledgement: Sign the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.

Once signatures are obtained, make 2 copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to HRD to file in the employee's Official Personnel File (OPF).