

DUTY STATEMENT

Employee Name:	Position Number: 580-405-8338-017
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract, Grant, and Policy Specialist	Work Location: 1616 Capitol Avenue, Suite 74.616, 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: AIDS Drug Assistance Program Branch/ Program Integrity and Operations Section/ Contracts and Grants 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.

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 advancing health equity and strategic planning goals and objectives and to promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The incumbent works under the general direction of the Staff Services Manager (SSM) I in the Contracts and Grants Unit. The incumbent Health Program Specialist (HPS) I serves as a skilled, professional technical program consultant with independent responsibility for carrying out a variety of

high-level assignments in the fast-paced, politically sensitive AIDS Drug Assistance Program (ADAP) Branch. The HPS I provides technical support to the ADAP Branch with responsibility of account management of key contracts, grants, and policy work within the ADAP Branch, which oversees the administration of high-profile programs within the state that provide life-saving medications and insurance premium assistance to eligible persons living with or in need of prevention against HIV in California.

The HPS I understands and uses programmatic and surveillance data to understand the status of HIV and sexually transmitted infection (STI) epidemics, identifies strategies and actions for reducing the number of new cases of HIV and STIs and eliminating health inequities that result in disproportionate disease burdens among marginalized demographic groups, and align and mobilize resources and stakeholders to achieve goals.

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)

30% **Contract Management.** Serves as a lead for contract oversight, coordination, development, and preparation of highly complex and sensitive contracts related to ADAP's most vulnerable and at-risk populations. Oversees contractor activities and monitors contract deliverables. Coordinates and leads monthly and ad-hoc meetings with contractors to increase communication, review and discuss ongoing deliverables, resolve any open issues, and ensure all activities within the contractual agreement are complete and in compliance with program operations and guidelines. Leads weekly and/or monthly contract meetings with ADAP management to present contractual and performance measure updates. Provides technical assistance to contractors to address and resolve the most complex programmatic issues.

Monitors contracts to ensure contractors are complying and accountable for deliverables outlined in contract. Including, but not limited to reviewing and evaluating performance reports, reviewing data requirements, funding requirements, monitor and evaluate contracts for compliance with health regulations and policies. Develops and utilizes tracking sheets to monitor contract agreement amendments, updates, and renewal timeframes. This position will provide best practices to advance racial equity, within marginalized communities, to include supporting the work that addresses challenges and racial inequities amongst the communities that experience stigma, and medical mistrust.

25% **Grants Management.** Serves as the lead and subject matter expert for coordinating federal grant responsibilities such as the Ryan White (RW) Part B grant. Coordinates the development

of federal grant applications and all required documents, including but not limited to grant proposal summaries, problems statements/needs, project objectives, application, and detail budget.

Coordinates the preparation and planning across various programs, local agencies, private agencies, health care providers and other parties as required. Work collaboratively across the Office of AIDS (OA) Branches and programs in the development of grant application process, including writing and/or editing narrative; conducting research or review of federal health-related policies to ensure compliance with program activities, and budget preparation. Presentations to OA Management and staff to finalize required documents and deliverables. Monitor submission progress in federal submission portals.

Notify all required partners and control agencies of Notice of Award and reporting requirements. Monitor federal fund balances as well as budget line items. Ensure responsibilities and assignments are managed appropriately and timeline in response to federal grant progress and reporting.

In collaboration with the ADAP Evaluation and Monitoring Unit, coordinates and leads the development of any, and all ADAP annual or semi-annual program and data reporting requirements from Health Resources and Services Administration and/or the National Alliance of State and Territorial AIDS Directors.

- 15% **Budget and Fiscal Analysis.** Serves as a primary contact for contractors on all issues related to budgets and invoicing. Works closely with the SSM I and Contracts and Fiscal Analysts to develop and implement budget procedures. Identifies and recommends policies for budget monitoring and invoicing requirements. Independently reviews contractor invoices and any required supporting documentation and data to ensure all charges are accurate and allowable under the contract. Reviews accuracy of invoices and ensures invoices are reconciled and meet contractual deliverables. Updates contract, invoice, and payment internal tracking logs throughout the duration of the contract. Works closely with the OA Support Branch staff to ensure contractor is paid in a timely manner under state requirements and provides OA Support Branch with necessary documentation and justifications for expedite requests. Independently works with contractor to resolve invoice or payment disputes, payment status, etc. Keeps management and program staff briefed on any concerning issues related to invoicing or payment issues. Monitors FI\$Cal Online Reporting Environment database to verify Department Accounting Office and State Controller's Office have processed invoices for payment. Verify and update internal tracking logs on pertinent information such as, but not limited to warrant information, payment dates, invoice amount, funds coded to correct fund sources, etc.
- 15% **Project Development and Coordination.** Serves as the lead project coordinator for all state-funded projects administered by the ADAP and/or PrEP Assistance Program (PrEP-AP) sections. Operates as the lead in planning, coordination, and development of Request for Applications (RFAs) and Request for Proposals (RFPs). Responsible for being familiar with the Health and Safety Code and other policy that determines RFA/RFP intentions and requirements and leads the planning and development of the RFA/RFP. Works closely with program subject matter experts and RFA/RFP writers to coordinate kick-off meetings with the OA Support Branch, and stakeholders. Assists program with development of RFA/RFP timelines, participates in the evaluation, and scoring of competitive solicitations.
- 10% **Policy.** Lead on state and federal HIV/AIDS-related legislation, regulation, and state and federal policies related to ADAP Branch programs. Recommends changes in policies and

procedures and participates on program-related advisory committees as appropriate. Coordinate the implementation of health program activities, working closely with control agencies to ensure new policies are implemented appropriately. As a subject matter expert, stay current on legislative policies in state HIV/AIDS-related law; National HIV/AIDS Strategy, and RW HIV/AIDS Treatment Extension Act of 2009 guidelines. Monitor federal law and policy to identify potential impact to ADAP (e.g., Medicaid, Medicare, and Health Care Reform) and make recommendations to ADAP Branch management. Provide technical assistance to OA management and staff regarding legislative and regulatory HIV/AIDS-related provisions. Stays up to date on assessing the need to amend statute and/or regulation to carry out HIV/AIDS public health activities more effectively and make corresponding recommendations to ADAP management. Briefs ADAP management on new and amended legislation that has ADAP program impacts. Works closely with OA Legislative Coordinator and the Budget Office when required to perform bill analyses and draft legislative proposals. Lead in developing and preparing Budget Change Proposals (BCP) for the ADAP Branch. Tracks and monitors all ADAP Branch legislation bill responses, regulations, BCPs. Assist ADAP management to responding to various federal and state drills as requested.

Marginal Functions (including percentage of time)

5% Performs other HPS I 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: C.G.
 Date: 5/10/2023