

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-402-8336-003
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Grants Management Specialist	Work Location: 1616 Capitol Avenue, Suite 616, Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases, Office of AIDS	Branch/Section/Unit: HIV Care 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 working collaboratively within the Office of AIDS (OA) to manage multi-million dollar federal grants to fund care, support, and housing services for Californians living with HIV. The incumbent will help ensure that OA is in compliance with the federal funders' requirements and expectations.

The Health Program Specialist (HPS) II is the lead specialist responsible for managing and reporting for the Ryan White HIV/AIDS Program (RWHAP) Part B and the Housing Opportunities for Persons with AIDS (HOPWA) Program grants. The HPS II possesses journeyman level knowledge in grants management and performs the more complex activities required for maintaining federal funding. The incumbent's responsibilities include, but are not limited to, writing grant applications, conducting

program planning and compliance, preparing grant budgets, compiling progress and data reports, and coordinating audits. This position requires strong writing, organizational, and analytical skills, and proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.

The incumbent works under the general direction of the Health Program Manager (HPM) III for the HIV Care Branch.

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)

- 35% Serves as the grants management specialist for RWHAP, HOPWA, and other federal grants. Ensures that the HIV Care Branch meets its federal obligations and requirements to maintain grant funding for HIV care, support, and housing services. Develops grant proposals for future funding. Prepares federal grant and compliance reports. Maintains expert knowledge of laws, rules, and regulations regarding federal policy and instructions. Monitors timelines and deliverables, coordinates with other branches within the office, compiles and analyzes fiscal and program data. Lead program planning, writing and editing narrative, formatting tables and reports, and submitting deliverables through federal portals.
- 20% Serves as the expert technical consultant for the annual Ryan White Services Report (RSR), the Consolidated Annual Performance and Evaluation Report (CAPER), and the Federal Funding Accountability and Transparency Act (FFATA) Report submissions. Identifies all the requirements and timelines, ensuring the programs have processes in place to meet the requirements, and preparing and submitting federal reports. Trains program advisors in this process, interacts with federal data support staff and providers, and coordinates the workflow to ensure complete, accurate, and timely reporting.
- 15% Serves as the HIV Care Branch lead for developing and preparing local assistance and state support contracts, scopes of work, exhibits, budgets, and award letters. Develops Request for Application (RFA) to solicit new service providers, organizes informational webinars for interested applicants, and coordinates the review and scoring process. Coordinates with OA's Support Branch for submission of contracts, grant agreements, and RFAs to CDPH's Contracts Management Unit. Manages state support contracts as needed. Works closely with the HIV Care Branch Chief, as well as managers throughout the HIV Care Branch, the Support Branch, and the Care Evaluating and Monitoring Section, federal project officers, other state departments, and contracted service providers.
- 15% Coordinates project officer calls, audits, and federal site visits. Coordinates scheduling and agenda development for monthly calls with the Health Resources and Services Administration

(HRSA) project officer. Develops, implements, and monitors the annual process of collecting, reviewing, and responding to contractors' Single Audits and Financial Statements for RWHAP and HOPWA. Works with senior management to conduct the annual risk assessment of RWHAP and HOPWA contractors. Responds to document and data requests from State Auditor and the Office of Compliance's Award Compliance Unit. Prepares for periodic comprehensive site visits from the U.S. Department of Housing and Urban Development (HUD), HRSA, and other funders, which may include compiling documents, scheduling key informant interviews, and coordinating logistics.

10% Acts as lead for the HIV Care Branch on coordinating and compiling all necessary documents to complete the annual Out of State Travel blanket drill. Prepares responses to sensitive and confidential drills on programmatic and fiscal matters, including evaluating and researching issues, analyzing data, and preparing written responses for management review. Writes a desk manual for some of the essential functions of the position.

Marginal Functions (including percentage of time)

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: 10/16/2024