

**Department of Health Care Access and Information**  
**Office of Health Workforce Development**  
**Duty Statement**  
**Proposed**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Workforce Development Operations Section, Project Management Unit	
<b>Position Number</b> 441-201-8338-xxx	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Health Program Specialist I	<b>Working Title</b> Project Management Specialist	

<b>General Description</b>	
<p>The Health Program Specialist I (HPS I) under the supervision of the Staff Services Manager I (SSM I) in the Operations Section is responsible for managing complex health program projects within OHWD. The HPS I serves as a project consultant and ensures the short- and long-term success of new and augmented initiatives. The HPS I provides project management services for cross functional teams in OHWD to coordinate and implement the department's strategies to support new and expanding healthcare initiatives. The HPS I will incorporate project management best practices, which include all components of project planning, execution, tracking, and reporting.</p>	
<b>Supervision Received</b>	Reports directly to the Operations Section Staff Services Manager I
<b>Supervision Exercised</b>	N/A
<b>Physical Demands</b>	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.
<b>Job Duties</b>	
<b>E = Essential, M = Marginal</b>	
75%    E	<p>Serve as the project lead in support of complex OHWD projects. Plans, organizes, monitors, assesses, and coordinates project activities from inception to conclusion. Manage single or multiple projects ranging in complexity based on business and technical factors. Define the scope of the project in collaboration with senior management. Monitor and track project milestones and deliverables to ensure that the project completes on time, within budget, and at the required level of quality. Apply industry standards, principles, methods, and techniques to manage a project through all phases of the project Management Lifecycle. Create a detailed work plan which identifies and sequences the activities and resources needed to successfully complete the project. Liaise between top management, vendors, and team members to resolve issues and ensure appropriate progress of tasks and completion of deliverables. Perform ongoing risk assessments to identify and prepare contingency plans to mitigate potential risks. Develop and sustain cooperative working relationships with project stakeholders through all project phases. Develop time and cost estimates and capture actual data for analysis and management. Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. Meet regularly with the project team (state and vendor) and other internal &amp;</p>

external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities. Manage the change control process to address changes in scope, cost or schedule. Prepare project status reports by collecting, analyzing, and summarizing information and trends. Troubleshoot issues that become a barrier to the timely completion of the project. Document lessons learned and post implementation evaluations.

10% E Represent OHWD and HCAI in special project meetings and contract negotiations associated with special projects. Develop presentations and present project updates to state partners and stakeholder groups.

10% E Establish and maintain positive relationships with HCAI management, staff, and other key stakeholders. Under general supervision, resolve critical and complex issues with customers and stakeholders in assigned programs. Provide effective communications with stakeholders to promote consistency, transparency, and a unified message, which conforms to HCAI values. Participate in and support efforts to develop and communicate enterprise-wide project methodologies and standards.

5% M Perform other related duties that are within the scope of this classification, as required

**Other Expectations**

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date