

DUTY STATEMENT

Employee Name:	Position Number: 580-805-8338-002
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Program Operations Specialist	Work Location: 850 Marina Bay Parkway Building E-150
Collective Bargaining Unit: BU 1	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality (CHCQ)	Branch/Section/Unit: Healthcare-Associated Infections (HAI) Program

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 the health and well-being of California's diverse people and communities. The HPSI serves as a highly skilled health program advisor and specialist to Healthcare-Associated Infections (HAI) and antimicrobial resistance (AR) internal operations. The HPSI participates and contributes in health projects development, maintains plans, tracks progress, upholds timelines, communicates with local health departments and health care providers as related to HAI data and information for the public; and implements methods for evaluation of program effectiveness. Responsible for the primary support of the mandated HAI Advisory Committee meetings with local

health jurisdictions, state and federal officials, community-based organizations and participates in programmatic collaboratives and initiatives as appropriate.

The incumbent works under the direction of the Health Program Manager I.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Serves as the technical and analytic lead to the legislatively mandated HAI Advisory Committee (HAI-AC) and its subcommittees. Regularly communicates with statewide committee voting members with HAI expertise (i.e., hospital administrators, infectious disease physicians, hospital epidemiologists, infection preventionists, integrated health care systems experts, health care providers, local health department officials, and health care consumer advocates) and non-voting liaison members who represent California HAI stakeholder organizations. Accountable for ensuring HAI-AC adheres to the Bagley-Keene Open Meeting Act laws. Responsible for planning, organizing, and attending HAI-AC programmatic meetings. Analyzes committee history and current events to contribute to and prepare meeting agendas and supporting materials in coordination with the committee chair and HAI Program chief. Provides executive lead support to meetings, tracking and recording votes and maintaining discussion queue for committee chair. Maintains all meeting resources and prepares official meeting summaries.
- 25% Primary liaison to Center for Health Care Quality (CHCQ) headquarters for matters related to health program personnel. Develops internal tracking and analyzes workload priorities to streamline processes. Works directly with HAI chief and program supervisors to plan and initiate hiring and separation of health program staff and recruitment and operations activities. Generates and processes HAI personnel paperwork and correspondence for program's staff members and works closely with CHCQ human resources analysts and personnel liaison to provide appropriate guidance on the development of program and fiscal oversight. Serves as the Attendance Coordinator in support of approximately 20 HAI Program state employees and 40 contract staff.
- 25% Serves as the primary contact for contractors on issues related to health program budgets and invoicing. Collaborates with HAI program chief, HPMI and principal program manager to develop and implement and refine 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 contract. Reviews accuracy of invoices and ensures invoices are reconciled and meet contractual deliverables. Updates contract, invoice, and payment internal tracking logs through

duration of contract and archives accordingly for record keeping. Works closely with program staff to ensure contractor is paid per contract deliverables under state requirements and provides necessary documentation and justifications for expedite requests. Independently works with contractor to resolve invoice or payment disputes and payment status. Ensures management and program staff are briefed on any concerning issues related to invoicing or payment issues. Verifies and updates internal tracking logs on pertinent information such as, but not limited to warrant information, payment dates, invoice amounts, assignment of correct fund sources and HAI program operational processes.

10% Contributes to HAI Program administrative, operational, and programmatic performance measures and milestones. Supports, tracks and reports progress toward performance objectives as listed on the HAI Program Performance Management plan. Evaluates program effectiveness using a Balanced Scorecard method to identify and improve internal functions and their resulting outcomes. Ensures alignment with the CDPH Strategic map and CHCQ priority performance objectives. Identifies and suggests alternatives for performance improvement by periodically evaluating that the performance plan is on track to meet projected deadlines and achieve desired outcomes. Updates the HAI Program Performance Management plan to incorporate new program activities.

Marginal Functions (including percentage of time)

5% Attends professional conferences and training sessions. Performs other duties as necessary.

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: DS
 Date: 1/14/25