

DUTY STATEMENT

Employee Name:	Position Number: 580-530-8336-009
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Program Improvement and Regulatory Coordinator	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy 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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by working with a team of other health professionals who provide oversight to the Newborn Screening (NBS) and the Prenatal Screening (PNS) Programs. The Health Program Specialist (HPS) II serves as the program improvement and regulatory coordinator for the Program and Policy Branch (PPB). The HPS II works with other subject matter experts (SME) within the program and serves as project manager, principal lead, and highly skilled technical program consultant to NBS and PNS Program staff and contractors in interpreting and implementing contractor scope of work and other specialized services that ensure that the Genetic Disease Screening Program (GDSP) can provide timely screening and follow-up services, including regulations, policies and procedures, and quality

improvement initiatives.

The HPS II regularly performs duties that include program research, direction, oversight, and technical expertise and support on bridging partnerships with NBS and PNS and other internal and external partners. The HPS II provides a high level of interaction with PNS and NBS staff, Office of Legal Services (OLS), Operational Support Section (OSS), Laboratory Services Branch (LSB) involving contract management, technical expertise, and quality assurance oversight to staff, contractors, and consultants. The technical expertise includes cost analysis, contract development and execution, and contract management.

The incumbent works under the direction of the Research Scientist Manager, chief of the Program and Policy Branch (PPB).

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 program improvement and regulatory coordinator for the GDSP NBS and PNS programs by providing technical expertise in creating business process documentations, job aids for training new staff, and updating official procedural documents essential for GDSP's business functions, which include, but are not limited to, supply ordering, Screening Information System (SIS) database user procedures, training manuals for new users, and assessment checklists for training completion. Maintains, organizes, and archives business function documents. Evaluates the impact of program changes as a result of Continuous Quality Improvement (CQI) projects. Develops and implements quality improvement and program efficiency projects with internal partners as well as external partners such as Association of Public Health Laboratories (APHL) and Health Resources and Services Administration (HRSA). Communicates with and provides technical assistance to all partners regarding program inquires. Collaborates with leadership to obtain data needed for special projects. Uses metrics such as LEAN, Results Based Accountability (RBA) and Plan Do Study Act (PDSA) planning to measure and report PNS and NBS program improvements. Creates project reports and reports outcomes to Center/Department management as required. Works as a cross-functional liaison within PPB to ensure consistency and standardization of procedures within the branch to support implementation of genetic disease screening services in California.

30% Leads the development, procurement, and monitoring of contracts that are required for the successful implementation of the Newborn Screening (NBS) and Prenatal Screening Programs

(PNS). The incumbent will monitor performance metrics of contracts as well as direct and coordinate activity between the program contract representatives, contract analysts, and statewide contractors to ensure that scopes of work are completed appropriately. Assists program contract representatives in resolving high-level matters with contractors and maintaining records for efficacy purposes. Gathers information and evaluates alternative strategies to provide management with progress reports and recommendations to assess the effectiveness of the resolution of the issues in order to improve program services. Assesses and communicates performance metrics of contractors to branch/division leadership for quality improvement purposes. Collects information on potential new vendors and establishes new contracts when appropriate.

Coordinates daily activities related to PNS and NBS contracts and vendors to provide high quality and timely services, including, but not limited to, courier, printing, supply storage and shipments. Works with program leads, contract representatives and vendors to develop scope of work, contract deliverables, and requirements. Collaborates with the administrative staff lead and the assigned contract analyst from the Business Services Unit (BSU) in coordinating contract negotiations, including informal/formal solicitation processes with new vendors and acquiring price quotes. Provides support and guidance to vendors in the execution of contract requirements. Ensures contract approval processes are in accordance with all relevant administrative manuals, contract laws, and department protocols.

- 20% Analyzes proposed PNS and NBS legislative bills. Works with PPB Chief, NBS and PNS section chiefs, and CFH leadership to draft and update NBS and PNS program regulations as necessary. Assists with the development of draft NBS and PNS regulations packages when new disorders are added and when fees need to be increased for NBS, PNS, and Genetic Counselor Licensing (GCL). Attends regulations training to assist in development of draft regulations. Conducts public hearings when new regulations are implemented.
- 10% Plans and organizes trainings and meetings for GDSP internal and external partners. Identifies resources required for meetings. Provides technical interpretation of state policies to various audiences when needed. Compiles and distributes the minutes of meetings and plans and supports staff activities related to these functions. Responsible for processing and organizing subpoena requests for both PNS and NBS program when necessary. Communicates and collaborates with PPB programs and Office of Legal Services regarding subpoena requests. Performs SIS software administrator duties as needed, including, but not limited to, adding and removing users and maintaining user profiles.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

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

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

statement to the employee named above.

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: Brittany Hanson

Date: 3/13/25