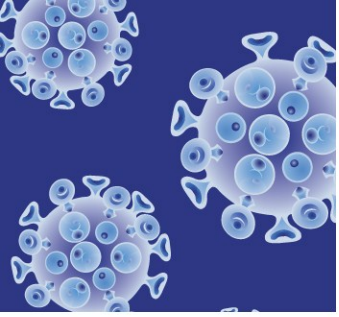

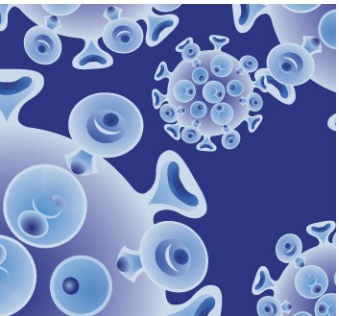

It is estimated more than one million people are living with HIV in the United States today.
Come join the Office of AIDS group as we work collaboratively to reduce the spread of HIV/AIDS in California.
~ It's more than a job... It's a passion. ~

Health Program Specialist I

$4,833 - $6,050

1 position available Perm/Full

EMPLOYMENT OPPORTUNITY

The Surveillance, Research & Evaluation Branch conducts a variety of epidemiologic studies, evaluates the efficiency and effectiveness of publicly funded HIV/AIDS prevention and care programs, and maintains California's HIV/AIDS Case Registry.

For more information on our upcoming vacancies and information about how to take advantage of these opportunities, please view the duty statement that follows this notice. If you still have additional questions, please contact Christine Gomez at Christine.gomez@cdph.ca.gov or 916/449-5928.

Who May Apply:

Applications will be screened and the most qualified will be interviewed. All applicants must clearly indicate the basis of their eligibility, If you are reachable on an exam please attach your eligibility letter or if you are a state employee with transfer eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) indicate on your state application.

If you are interested in being part of our team, please If you are interested in being part of our team, please submit a copy of your application to Christine Gomez at the address below. Thank you.

Contact Information:
California Department of Public Health, Office of AIDS
Administration Section
PO Box 997426 MS 7700 • Sacramento, CA 95899-7426

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (HPS-I)	581-404-8338-004

COI Classification
☐ Yes ☒ No

Unit

Section
Surveillance

Branch
HIV/AIDS Surveillance, Research, and Evaluation

Division
Office of AIDS

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary: The Health Program Specialist I (HPS-I) functions as the overall coordinator for HIV incidence surveillance in the California Project Area under direction of the state surveillance coordinator (the Chief of the HIV/AIDS Surveillance Section), the HIV surveillance principal investigator and with guidance from the Centers for Disease Control and Prevention (CDC) incidence surveillance project officer. In this capacity, the HPS-I coordinates the work of the California Department of Public Health Office of AIDS (CDPH/OA) with various stakeholders to implement the CDC incidence surveillance protocol and develop/disseminate timely and valid incidence information products.

Supervision Received: Supervised by the Chief of the HIV/AIDS Surveillance Section.

Supervision Exercised: None

Description of Duties:

The HPS-I coordinates a project team to build and maintain an HIV incidence surveillance (HIS) program integrated within the California HIV/AIDS surveillance system. The HPS-I will coordinate incidence-related activities of the data manager, the laboratory sample processors, and surveillance officers at the state and local levels to accomplish HIV incidence surveillance. The HPS-I will also coordinate laboratory aspects of HIV incidence surveillance to ensure timely and complete submission of HIV incidence samples and data to Federal authorities; these activities include development of standard operating procedures, outreach to participating and targeted laboratories, coordination with local health jurisdictions, other incidence sites, the CDC, and the incidence data manager. The HPS-I will provide written and verbal summary reports to keep relevant managers informed of activity status and contribute to performance reports to CDC. The HPS-I will facilitate outreach to HIV care providers and local health jurisdiction (LHJ) surveillance coordinators state-wide to promote awareness of the incidence surveillance requirements and collection of the required information. Under direction from the Chief of the HIV/AIDS Surveillance Section and the principal investigator, the HPS-I will coordinate team incidence meetings as required and warranted but no less than once per month, framing and timing of project tasks, communication with national, state, and local incidence stakeholders, contractually-required reporting, and consensus building around the content and presentation of information products to ensure these are appropriate for key stakeholders. The HPS-I will also attend regular surveillance meetings led by the state surveillance coordinator, maintain a comprehensive understanding of surveillance activities, and ensure surveillance officers at the state and local levels have a clear understanding of data collection needs for incidence surveillance.

Percent of Time Essential Functions

10% Coordinate overall HIS project

- Maintain a comprehensive understanding of all HIS components
- Keep the Surveillance section chief, the SRE branch chief, and other management informed of activities, progress, and priorities as appropriate.
- Manage and coordinate project components including data sources (surveillance data for testing and treatment history, laboratory sample inventory, and information to link inventory with surveillance data), data management, and laboratory testing related to incidence, with the objective of obtaining complete, timely, and accurate incidence data.
- Collaborate with key stakeholders including include other OA staff, local health jurisdictions, California planning groups, the CDC, and other HIS jurisdictions to identify and develop HIV incidence analyses and reports that will be useful to these stakeholders.
- Ensure that HIS datasets developed by the HIS program are high quality and sufficiently complete and timely to support accurate estimates of HIV incidence.

35% Provide oversight and coordination of laboratory component of program:

- Following CDC's technical guidance, and in collaboration with California local health jurisdictions, private and public laboratories, and other Office of AIDS sections, implement laboratory-related components of the project.
- Update and distribute laboratory HIS protocols related to HIS stakeholders.
- Collaborate with public and private laboratories to ensure protocols are implemented and HIV confirmatory testing labs submit remnant diagnostic sera to the appropriate site for HIS testing.
- Consult with LHJs, public and private providers, and labs to obtain cooperation and the logistical support necessary to ensure timely and complete submission of remnant specimens from HIV+ confirmatory tests.
- Work with participating laboratories to obtain laboratory data files to allow linkage between remnant specimens and HIV case reports in the core surveillance system (eHARS).
- Coordinate with OA staff, LHJs, and private and public laboratories to support development of electronic lab reporting (ELR) and use of ELR data to meet HIS program goals.

20% Ensure collection of complete, timely, and accurate HIS data

- Work with state and local surveillance coordinators to ensure necessary information from newly reported HIV cases (accession number and testing and treatment history) are obtained and entered on the case report form.
- Develop and provide guidance and training to OA surveillance staff, LHJ HIV/AIDS surveillance coordinators, and counseling and testing (C&T) coordinators to effectively collect high quality data needed for incidence surveillance.
- Coordinate with HIS data manager, OA surveillance staff, and LHJ surveillance staff to identify, investigate, and correct errors in testing and treatment history-related data.
- Collaborate with HIS data manager in the design of data management procedures to create incidence datasets as required by CDC and OA surveillance section.

20% Communicate with stakeholders

- Identify and develop professional relationships with, and provide appropriate information to, HIV care providers and appropriate professional organizations statewide about HIS.
- Serve as a point of contact for communications related to HIS with the CDC, other HIS sites, other CDPH

agencies, local health directors, providers, community agencies, planning groups, and other stakeholders.

- Maintain effective communication with core and incidence surveillance staff from Los Angeles and San Francisco counties, other LHJs, HIV counseling and testing staff at the state and local levels, and other stakeholders to coordinate incidence surveillance.
- Develop written and verbal reports to management staff and stakeholders on the status of the incidence program and relevant indicators.
- Organize and/or participate in conference calls and meetings to coordinate HIS implementation, document decisions made during these meetings, and modify protocols and standard operating procedures based on these meetings.
- Help facilitate and participate in regular meetings including those with the OA surveillance section, other OA groups, CDC, laboratory partners, local health jurisdictions, and other California HIV incidence surveillance sites.
- Participate in national, state, and site-specific conference calls to coordinate HIS data collection and reporting.

10% Administrative duties to support HIS

- Prepare project reports to satisfy requirements of the funding agency (CDC).
- Travel as required to the annual HIV surveillance conference and/or other meetings/conferences when mandated by our cooperative agreement with CDC.
- Coordinate site visits by the CDC incidence project officer.
- Develop the HIV incidence content for the OA Web site.
- Prepare reports for inclusion in periodic HIS reporting newsletters and statewide HIV/AIDS surveillance reports.
- Review for accuracy reports submitted to professional conferences and peer-reviewed journals; when appropriate, submit reports for review through the appropriate approval channels.

Percent of Time	Marginal Functions
5%	Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date