

DUTY STATEMENT

Class Title Health Program Specialist I	Position Number 581-330-8338-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit California Stroke Registry/Coverdell Stroke Program	
Section Data and Information Section	
Branch Chronic Disease Control Branch	
Division Chronic Disease and Injury Control	

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 serve as a highly skilled, technical consultant for the California Stroke Registry/California Coverdell Program (CSR/CCP), working collaboratively with an internal multi-disciplinary team. Liaises with external partners coordinating communications, meetings, trainings and technical assistance. The incumbent is responsible for the fiscal and administrative tasks, preparation of project progress reports and grant applications, and development and monitoring of project work plans, budgets, contracts and expenditures. Travel is required.

The CSR/CCP aims to reduce the burden of stroke disability and mortality by promoting clinical quality improvement (QI) for acute stroke care. The Health Program Specialist I (HPS I) serves as the CSR/CCP Project Coordinator performing programmatic, analytical, technological, fiscal, and administrative tasks necessary to carry out the functions of the program.

Supervision Received: Under direction of the Public Health Medical Officer III, Data and Information Section Chief.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time Essential Functions

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| 35% | Serve as a highly skilled, technical consultant for the CSR/CCP. Coordinate communication, outreach, and training activities with internal and external partners and stakeholders, including physicians, stroke coordinators, hospitals, emergency medical services (EMS) providers and QI organizations. Coordinate partnerships by establishing and maintaining the CSR/CCP Steering Committee and collaborating with stroke councils, coalitions, and EMS Directors to increase and improve stroke system of care outreach efforts. Recruit local/regional EMS providers and hospitals to participate in EMS, in-hospital, and post-hospital data collection; engage in QI activities; and, coordinate and improve effective care transitions. Responsible for the coordination, development, implementation and evaluation of broad policy with multiple departmental, immediate and long-range impacts. |
| 30% | Analyze and use data to measure, track, and assess quality of care between pre-, in-, and post-hospital settings and provide feedback to EMS and hospitals on quality of care, identify gaps in all care settings, and identify methods/models to improve transitions and patient outcomes post-discharge to home. Develop, implement, and coordinate stroke care QI plans and efforts by |

providing customized data results, guidance and technical assistance; implement intensive trainings, QI learning sessions, regular workshops, monthly QI calls, and site visits. Coordinate and track outreach and recruitment of partner hospitals, providers, and EMS agencies for participation in program QI activities. Travel is required to attend trainings, workshops and site visits.

20% Manage the fiscal and administrative requirements of CSR/CCP. Develop and monitor progress reports, continuation applications, proposals, work plans, budget expenditures, timelines, milestones, and project deliverables as required by the State and federal funders. Develop, monitor, and assure execution of contracts/agreements with external contractors.

10% Develop and promote public relations and communication strategies to support public stroke prevention messaging. Develop and implement a sustainability plan and/or mechanisms to support ongoing coordinated stroke care quality improvement. Maintain database of program participants and partners. Monitor compliance of participants with program requirements, including data security and confidentiality agreements as required.

Percent of Time Marginal Functions

5% Perform other duties of like difficulty and appropriate for this classification.

Employee's signature	Date
Supervisor's signature	Date