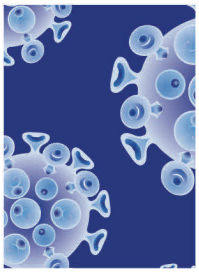

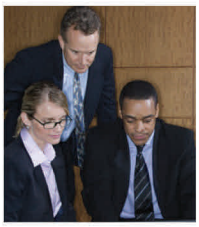

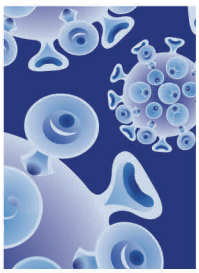

It is estimated more than one million people are living with HIV in the United States today.
Come join the Office of AIDS group as we work collaboratively to reduce the spread of HIV/AIDS in California.
~ It's more than a job... It's a passion. ~

Staff Services Analyst

$2,873-$4,671 - 1 position available Limited-Term/Full-Time

(with potential for Permanent/Full-Time

EMPLOYMENT OPPORTUNITY

The Office of AIDS, AIDS Drug Assistance Program (ADAP) Branch helps ensure that people living with HIV and AIDS who are uninsured and under-insured have access to medication on ADAP's formulary. Insurance premium payment programs within the ADAP Branch provide assistance designed to ensure access to medical care and treatment for people living with HIV/AIDS.

Who May Apply: **Outstanding written and verbal communication skills are highly desired. Demonstrates effective problem solving skills, has good judgment, is able to meet deadlines, knows when to seek additional supervisorial support.** Applications will be screened and the most qualified will be interviewed. Promotional and transfer candidates must provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application. Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for the classification per CCR Rule 250. You may be required to provide copies of your college transcripts or a copy of your college diploma if applicable.

Final Filing Date: February 20, 2015.

How To Apply: Please submit a complete State application (STD. 678) with original signature and include job title and position number for which you are applying to the address below. A completed application includes the Position Title, Position Number, and your eligibility in the Job Title line and MUST be signed and dated. If eligible by exam you must attach a copy of your Notification of Examination Results. Candidates who do not submit all of the required documents (incomplete application packages) will be eliminated from the selection process. All submitted information will be screened and the most qualified candidates will be invited to an interview. **Please indicate position #580-405-5157-909 (Limited-Term) on the application.**

For more information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you still have additional questions, please contact Vikki Stone at Vikki.Stone@cdph.ca.gov or (916) 449-5899.

We cannot accept faxed or e-mailed applications. The STD. 678 may be accessed through the California Department Human Resources (CalHR) Web site: www.calhr.ca.gov.

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

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst	580-405-5157-909

COI Classification
☒ Yes ☐ No

Unit

Section
CARE/HIPP Section

Branch
ADAP

Division
Office of AIDS (OA)

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 Staff Services Analyst (SSA) serves as a skilled professional within the ADAP Branch which oversees the administration of high-profile programs within the state that provides life-saving medications and insurance premium payment assistance to eligible persons living with HIV infection in California. The SSA is responsible for a wide range of analytical assignments relating to program eligibility. The SSA establishes positive, working relationships with California Department of Public Health staff, internal and external stakeholders to problem solve and expedite enrollment and provides excellent customer service to enrollment workers and clients by responding to their questions and concerns timely.

Supervision Received: Under general direction from the Staff Services Manager (SSM) I, Chief of the ADAP Section.

Supervision Exercised: None.

Description of Duties: See duties below.

Percent of Time Essential Functions

40% Processes applications for new and existing clients, including analyzing application packets and verifying client eligibility; screening for other payers; monitors/tracks number of new applications, re-certifications, and follow-up with enrollment workers and clients regarding eligibility documentation; queries and analyzes data from the Medi-Cal Eligibility Data System and the ADAP eligibility database; enters client data into the AIDS Regional Information and Evaluation System or the ADAP client eligibility database (this data is highly confidential and requires full compliance with OA's confidentiality policies and procedures).

30% Works with internal and external stakeholders to ensure eligible clients have access to health coverage and/or drugs on the ADAP formulary. Works directly with the Pharmacy Benefits Management Contractor to resolve any disputes regarding enrollment or provision of ADAP pharmacy services. Performs various tasks to pay health insurance premiums for eligible clients including ordering checks from Accounting; verifying check accuracy; tracks payment of clients' health insurance premiums; monitors/tracks number of checks processed; communicates with enrollment workers and/or clients after payment has been rendered; and works with SSM I and/or insurance providers to resolve problems and discrepancies associated with client eligibility and/or premium payments.

20% Provides technical assistance to local enrollment workers and clients on policies and procedures to ensure compliance with program requirements. Participates in training and monthly calls with local

enrollment workers. Conducts on-site evaluations of local health jurisdiction enrollment sites and documents any and all findings in post visit reports.

5% Participates in the development of policies and procedures, eligibility guidelines, training materials, management memos, and fact sheets to reflect programmatic or policy changes for all programs within the ADAP Branch.

Percent of Time Marginal Functions

5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date