



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 II

\$ 5,309 -\$ 6,451

1 Position available, Perm/Full Time

EMPLOYMENT OPPORTUNITY

The Program Evaluation and Research Section collects HIV/AIDS data to evaluate the efficiency, effectiveness, and impact of California HIV/AIDS care service delivery programs funded through the HIV Care Branch, and provides research and evaluation support for programs and services of the HIV Prevention Branch.

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 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. 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. Please state position #580--404-8336-909 on your application.

Final Filing Date: August 15, 2013

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

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 Health Program Specialist II	Position Number 580-404-8338-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit	
Section Program Evaluation and Research Section	
Branch 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 II (HPS II) serves as the project lead of the statewide implementation, maintenance, and utilization of the AIDS Regional Information and Evaluation System (ARIES) and conducts special projects relating to the delivery and utilization of HIV care services in California.

Supervision Received: Under supervision from the Research Manager II, Program Evaluation & Research Section (PEaRS).

Supervision Exercised: Lead of an Office Technician (Typing)

Description of Duties: The HPS II is responsible for carrying out a variety of high level, technical tasks and assignments related to the coordination, implementation, maintenance, utilization, and evaluation of the ARIES data collection system within programs funded through the HIV Care Branch. Additional duties include maintaining a working knowledge of HIV care and treatment services on a statewide and national basis, as well as other relevant policies such as the Patient Protection and Affordable Care Act (PPACA); working independently and functioning as a highly-skilled data and quality management consultant to the Office of AIDS (OA) management team, other Ryan White grantees (Parts A, C, and D), and HIV/AIDS service agencies; and representing OA on national workgroups and planning teams that require a high level of technical expertise and political sensitivity regarding HIV/AIDS programs and strategies for monitoring and evaluating care programs for persons with HIV/AIDS.

Percent of Time

35%

Essential Functions

Provide coordination, consultation, and technical expertise to HIV Care Branch programs to develop mechanisms and methods for programs to better utilize ARIES data to monitor local providers' contractual compliance, conduct client chart reviews, measure client outcomes, identify trends, monitor costs, conduct program planning, and evaluate performance; generate narrative and data tables for various Health Resources and Services Administration (HRSA) grant applications, implementation plans, and progress reports; develop technical reports for managers, staff, providers, and other stakeholders including, but not limited, to the HIV Care Program's Contract Monitoring Report and the HIV Care Program Annual Client Demographic and Services Report. Maintain comprehensive knowledge of the HIV care programs which utilize ARIES, to include Ryan White Program, Minority AIDS Initiative, Housing Opportunities for People with AIDS, AIDS Medi-Cal Waiver Program, and other programs administered by the HIV Care Branch and the Insurance Assistance Section. Utilize of a variety of software programs to write and format reports and presentations, create charts, diagrams, and maps, and analyze data including Microsoft Word, Excel, PowerPoint, Visio, and Access; ARIES Report/Export; ArcMap; Abode Acrobat.

- 30% Coordinate the ARIES Data Improvement Plan (DIP) that aims to ensure the completeness, quality, and accuracy of federally-mandated data collection among about 230 ARIES providers; manage the implementation, workflow, and direction of DIP; facilitate monthly team meetings of three researcher staff, one office technician, the ARIES Help Desk manager, and various program representatives; work with the team to review data reports, identify providers with performance problems, determine the appropriate intervention(s) for correcting the identified problem (such as Process Checks or Focused Technical Assistance webinars); ensure that the intervention is executed; work closely with the ARIES Help Desk Manager to develop tools to assist providers in improving their data; plan, coordinate, and facilitate bi-annual ARIES User Groups; make periodic presentations to staff, providers, and other stakeholders on DIP activities; conduct annual evaluations of the DIP activities and outcomes and plan for the next year’s interventions. Serve as staff to the Quality Management (QM) Committee as required by HRSA; attend QM Committee monthly meetings and ad hoc meeting as required; oversee the Data Quality Management component of the HIV Care Branch’s QM Plan; work with Office Technician to ensure QM data are generated monthly; analyze QM data from ARIES; maintain working knowledge of quality management practices and theories, as well as various national performance measures (e.g., HIV/AIDS Bureau, National HIV/AIDS Strategy [NHAS], etc.).
- 15% In collaboration with the PEARs chief, coordinate statewide implementation of ARIES and OA lead for enhancing, maintaining, monitoring, and evaluating ARIES to ensure system integrity and data compliance; engage with the ARIES Development Team to identify operating and maintenance problems, define and develop future enhancements to the system’s features and functionality, test and evaluate new enhancements under development; develop and execute plans to ensure that end users are trained and supported when major new enhancements are rolled out in ARIES; develop and write policies and procedures for ARIES users; and oversee implementation, data migration, and training for local health departments and community-based organizations who want to begin using ARIES. Requires knowledge of various program policies and procedures, federal reporting requirements, and providers’ business practices.
- 10% Provide consultation, planning, data analysis, and/or evaluation for special, highly-sensitive HIV/AIDS initiatives that address critical issues, to include the Low Income Health Program (LIHP), PPACA, Partner Services, NHAS, etc. Develop technical reports, comprehensive plans, unmet needs analyses, program strategies, and other documents as required by the Health Resources Services Administration, the U.S. Department of Housing and Urban Development, the Centers for Disease Control and Prevention, and/or other funding or regulatory agencies; make recommendations to management; establish and maintain rapport and effective working relationship with federal, state, and local representatives, public and private groups, and other stakeholders. Requires independent or collaborative work depending on the scope of the project.
- 5% Attend Division, Branch, and Section meetings; attends other program specific meetings and trainings as necessary; completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.
- Percent of Time** **Marginal Functions**
- 5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date