

DUTY STATEMENT

Class Title Health Program Specialist II	Position Number 581-330-8336-909
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit California Colon Cancer Control Program (C4P)	
Section Data and Information Section (DIS)	
Branch Chronic Disease Control Branch (CDCB)	
Division Chronic Disease & Injury Control Division (CDIC)	

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 (HPS) II is the Program Director for the California Colon Cancer Control Program (C4P), funded by the Centers for Disease Control and Prevention (CDC). The HPS II provides leadership, organization, planning, coordination and technical oversight for the ongoing activities of C4P, including oversight of programmatic and contractual operations in consultation with management; collection and analysis of C4P colorectal cancer (CRC) screening data and statewide surveillance data to inform recommendations for CRC screening provision and promotion; implementation of strategies to increase awareness and utilization of CRC screening among Californians; promotion of standards, systems, policies, procedures and professional education that support high quality CRC screening, surveillance, and diagnostic services; establishment of relationships with organizations and entities for systems change and policy development to increase CRC screening; monitoring and evaluating program activities to measure impact on the quality and quantity of CRC screening in California. Some travel is required.

Supervision Received: Under the direction of the Public Health Medical Officer III (Supervisor), Data and Information Section (DIS).

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time

30%

Essential Functions

Provides overall management of programmatic and contractual operations, and maintains a well-developed and functioning C4P infrastructure within CDCB. Completes CDC-required grant applications and reports, including semiannual and annual Progress Reports, and Federal Financial Reports to maintain or augment federal funding. Assures efficient use of grant funds.

Manages contracts/Interagency agreements, including writing and processing contracts and contract amendments; negotiating contracts; approving contract budget changes; and providing training and technical assistance to funded agencies.

Prepares reports, program updates, and other written products for CDCB/CDPH management, and written correspondence to external audiences. Responds to internal requests for legislative and policy information; and media or public inquiries related to colorectal cancer screening per CDPH procedures. Maintains communication with staff and other grantees of CDC's Colorectal Cancer Control Program (CRCCP). Participates in CRCCP forums.

Percent of Time

Essential Functions

20%

Develops and maintains collaborative partnerships to support the implementation of recommended interventions to systematically increase CRC screening levels. Facilitates C4P advisory work groups. Fosters cooperative partnerships with State programs and departments, and external stakeholder groups for systems change and policy development.

Provides technical expertise and specialized consultation to state and national organizations and agencies. Serves as ex officio California Colorectal Cancer Coalition (C4) board member and as a member of the California Dialogue on Cancer.

20%

Provides C4P orientation for new patient navigators (PNs) at contracted clinics and monitors ongoing PN training provided by the contractor. Monitors the effectiveness of the PN process at the contractor site(s). Provides technical assistance (TA) to contractors and other providers in their implementation of patient navigation services for CRC screening and diagnostics.

Provides TA to contractors in their implementation of quality assurance (QA) and continuous quality improvement (QI) for CRC screening and diagnosis. Conducts provider orientation and training, periodic clinic site visits, chart reviews, and regular meetings with lead staff. Reviews progress reports, and provides feedback; reviews clinic performance outcome and implements intervention(s). Informs contractors of data and performance analysis on CRC Clinical Data Elements and Service Quality Indicators; and provides TA for corrective action plans.

20%

Implements and evaluates developed provider professional education tools to improve early detection and reduce CRC morbidity and mortality. Identifies professional education activities and resources currently available to build QA/QI capacity of providers and promotes their use. Collaborates with partners to provide professional education activities that will promote the following: increased access to CRC screening, adoption of recommended patient-oriented and provider-oriented interventions, adherence to USPSTF CRC screening recommendations, and implementation of QA standards for CRC screening. Provides targeted populations, providers, and other advocates with access to culturally and linguistically appropriate print and electronic CRC screening information. Develops and promotes CRC screening messages through the use of targeted and integrated media approaches, such as website and social marketing/media vehicles.

5%

Maintains professional competence by continual review of scientific and medical literature and attendance at professional conferences and symposia. Serves on workgroups, taskforces, and state and national organizations that address CRC. Attends conferences and trainings as directed.

Percent of Time

Marginal Functions

5%

Performs other duties as required.

Employee's signature

Date

Supervisor's signature

Date