

DUTY STATEMENT

Class Title Health Program Specialist (HPS) I	Position Number 580-330-8338-xxx
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Alzheimer's Disease Program	
Section Program and Policy Section	
Branch Chronic Disease Control Branch	
Division Division of Chronic Disease and Injury Control	

This position requires the incumbent to 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) I has direct responsibility for coordinating and developing fiscal and programmatic policies for the Alzheimer's Disease Program (ADP). This work requires a highly skilled specialist who coordinates broad aging policies and responds to the need for interdepartmental coordination pertaining to aging research. The incumbent administers a budget of \$4,000,000, manages up to 21 contracts throughout the State, oversees the contracts for the Alzheimer's Disease Centers of California, coordinates the Request for Application (RFA) or other processes for the Alzheimer's Disease and related disorders research grants, and interfaces with stakeholder organizations such as the Alzheimer's Association, the Agency's Alzheimer's Advisory Council, and academic and research institutions. To accomplish the goals and objectives of the ADP, the incumbent acts as the primary CDPH staff person in addressing budgets, contractor performance, bill analyses and other legislative documents, program oversight, and other issues vital to the operation of the program. The incumbent works closely with appropriate contract management, accounting, and budget staff to prepare, execute, and administer grants.

Supervision Received: Under the direction of the Health Program Manager II, Program and Policy Section (PPS).

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time

40%

Essential Functions

Serves as the lead person for the ADP and represents CDPH interests/policies/perspectives with regard to aging. Performs the most difficult and complex analyses of program issues for special projects, drafts Requests for Application, provides in-depth recommendations to management for resolving contract and program problems. Provides technical program consultation to other State agencies and CDPH management on aging-related research, program activities and resources, current administrative and programmatic policies pertaining to aging-related programs, including Alzheimer's Disease Program (ten Alzheimer's Disease Centers and five to nine Alzheimer's Disease Research Projects). Establishes and maintains monitoring strategies to assure that ADP objectives are achieved through site visits, reviews reports, and consults with the Section Chief. Develops and oversees record keeping and reporting systems for program activities and evaluation, contractor requirements, and ADP budgets.

- 30% Performs contract management services, provides technical consultation and assistance to contractors regarding state and federal legal requirements and regulations, budget and accounting procedures, and serves as technical advisor on administrative policies, contracts, budgets, fiscal projections, and control. Evaluates and negotiates contracts including oversees the preparation of budgets, budget revisions, and contract work plans. Develops and monitors the progress of contract amendments and processes contractor payments. Coordinates the preparation of appropriate documents and clearances for the development of protocols, resources, reports, and materials. Familiarity with Excel and the State contracting process is required.
- 10% Develops issue memorandums, bill analyses, budget change proposals (BCPs), Finance Letters, and funding proposals and makes recommendations to management. Prepares and presents reports, recommendations, and articles regarding Alzheimer’s Disease and aging. Responds and coordinates responses of others to intra-departmental drills and assignments. Operates with a fairly high degree of independence and exercises initiative in performing tasks.
- 10% Plans, organizes, and coordinates the RFA and other processes for the Alzheimer’s Disease and related disorders research grants. Develops systems and programmatic standards for program implementation and establishes guidelines for technical review panels to judge appropriateness of submitted applications.
- 5% Represents the ADP and maintains relationships with local, state, and federal agencies, community, academic, and professional groups to coordinate and support efforts for ADP activities. Key partners include the Department of Aging and Alzheimer’s Association.

Percent of Time

Marginal Functions

5%

Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date