

Duties

Contract - Planning Council Liaison

POSITION ANNOUNCEMENT

Under the direction of the Ryan White Program Grantee's County Health Officer, the duties of this contract position may include, but are not limited to:

1. Plan, organize, direct and evaluate legislative requirements relating to the mandated functions of the Inland Empire HIV Planning Council (IEHPC).
2. Responsible for assisting the IEHPC to ensure completion of all deliverables related to the IEHPC's legislatively mandated requirements, including:
 - o Completion of a Comprehensive HIV Needs Assessment (every 3 years and optional annual Specialized Needs Assessments).
 - o Completion of a Comprehensive HIV Services Plan (every 3 years –next due May 2012).
 - o Coordinate all aspects of the annual Priority Setting and Resource Allocation Meetings.
 - o Coordinate all aspects of the annual Evaluation of the Administrative Mechanism.
3. Develop expertise on all applicable policies affecting IEHPC business and serve as expert providing guidance to ensure compliance on the following:
 - o Relevant HIV law,
 - o Health Resources Services Administration (HRSA)(*funder*) policies,
 - o California State Office of AIDS policies,
 - o County policies and procedures including, but limited to, Conflict of Interest Policy, required Ethics Training, etc.
 - o Brown Act requirements,
 - o Maddy Act
 - o IEHPC Bylaws, Policies and Procedures
4. Collaborate with Ryan White Program Staff and Part A funded agencies (via RWP Staff) to respond to IEHPC requests directly related to mandated requirements.
5. Conduct all fiscal and program data analysis and prepare reports within delineated timelines as specified by the IEHPC and Ryan White Program Staff.
6. Assist the IEHPC with the annual review and update of the needs assessment and comprehensive care plan.
7. Attend all IEHPC meetings and IEHPC Committee meetings.
8. Provide guidance and leadership in the IEHPC's development and implementation of a deliverable timeline for all required IEHPC work including informing the IEHPC on recurring processes such as needs assessment and comprehensive planning to ensure the IEHPC Council is appropriately informed of its deadlines and expected work products. This also includes acting as liaison between the IEHPC Council and any consultants that are selected to assist in the completion of processes.
9. Process all Board appointments and travel and reimbursement requests for allowable IEHPC business-related expenses.
10. Through collaboration with the County Health Officer, supervise clerical staff that will provide support to the IEHPC.
11. Assist in both Grantee and IEHPC annual budget development, fiscal projections, and monitoring of budgets.