

Attachment 1. Staffing Plan and Job Descriptions

Position Title	FTE on Project	Name of Incumbent	Brief Summary of Position Responsibilities / Rationale
Director of HIV Health Services	.40	William S. Blum	Charged with primary oversight for the administration of services and day-to-day operations of HIV Health Services and the Ryan White Part A grant.
Director of Contractual Development & Technical Assistance	.20	Michelle Long	Charged with oversight of contract development, modifications, and renewals of all Ryan White Part A grant.
Manager of Community-Based Organization Contracting	.50	Dean Goodwin	Supervise two Contracts Office units that focus primarily on non-profit, community-based organizations. In addition to supervising these two units, this position serves as the point person for contractual planning and interactions with Community-Based Organization (CBO) provider agencies who require guidance initiating the contracting process, among other coordination, process improvement, and supervisor activities..
Health Program Coordinator III	1.00	Francine Austin, Melissa Ta	Charged with contract development, programmatic oversight and monitoring of Part A MAI programs.
Health Program Coordinator III	.15	TBD	Serving as HIV Health Services Program Manager, the Health Program Coordinator III is responsible the review and approval of HIV Health Services, provides TA to agencies on contracting and HRSA requirements, liaisons with local Planning Council .05 GF, .80 RWPB
Health Program Coordinator II	.63	Maria Lacayo	Manages the HHS QM training program which provides many QM/QI/ and capacity development related trainings annually for our RWPA funded providers. Researches and recruits trainers and consultants for the trainings. Develops contracts and monitors payment mechanism. Works with trainers to develop training materials and identifies training goals. Creates pre-test and post-test evaluations for attendees. Provides analysis of these trainings to HHS leadership and our local Planning Council. Creates, distributes and analyzes annual survey to HHS HIV System of Care on QM/QI/CD Training questions and topics of interest. (1.00 RWPA CQM)

Position Title	FTE on Project	Name of Incumbent	Brief Summary of Position Responsibilities / Rationale
Assistant Director of HIV Health Services	.50	Beth Neary	Responsible for the overall oversight, planning, evaluation and quality management for HHS as the grantee for the San Francisco HIV System of Care in coordination with our Ryan White mandated HIV Community Planning Council. Leads HHS Internal CQI Committee and works directly with funded CBOs on CQI initiatives. Directs Health Care Analyst for Quality Management on writing of HHS QM/QI Plan and all QM/QI presentations. Reviews program QI data with HHS Internal CQI Committee to suggest CQI activities for discussion at HHS CBO CQI bimonthly review meetings. Meets with system of care providers and SMEs with HHS Director to discuss future CQI needs/ interests. (.50 RWPA CQM & .50 GF)
Health Care Analyst	.50	John Aynsley	Participates in HHS Internal CQI Committee and works directly with funded CBOs on CQI initiatives. Integrally involved in data oversight and importing functions related to services and ARIES reporting, Provides CQI analysis and presentations to local HIV Community Planning Council.
Health Program Coordinator II	.20	Flor Aleman	Serves as ARIES Manager to train users and provide oversight of quality and accuracy of ARIES data for HRSA reporting, including usage for HHS CQI purposes. Participates in HHS Internal CQI Committee and works directly with funded CBOs on CQI initiatives.
Principal Administrative Analyst	.30	Nora Macias	Supervises Contracts Unit staff and assures contract development compliance to ensure timely payment of funded providers. Works with HIV Health Services to produce and assess RFPs.
Sr. Administrative Analyst	.15	Yao Quan Zhu	Processes HIV service contracts and ensures compliance with government regulations.
Administrative Analyst	.20	William Gaitan	Processes HIV service contracts and ensures compliance with government regulations.

FY 2023 San Francisco, California Eligible Metropolitan Area Program Organizational Chart

