

DUTY STATEMENT

Employee Name:	Position Number: 580-410-8338-005
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Legislative & Policy Specialist	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): YES
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Division Office

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as a highly organized health professional with responsibility for helping coordinate time sensitive legislative, legal, regulatory, and public affair matters.

The Health Program Specialist I (HPS I) serves as legal and programmatic liaison between the Division, Branches and the Center for Infectious Diseases on legislation, regulations, Division-wide policies, and special projects. Functions as the lead Public Records Act liaison for the Division of Communicable Diseases Center (DCDC), and coordinates and responds to all pertinent inquiries from public and private entities. Develops and updates Division policy guidelines and recommendations for

managing legislative, regulatory, and public record requests.

The incumbent works under the direction of the Health Program Manager III (HPM II), Assistant Division Chief of the Division Office

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Serves as the program consultant for Division-wide legislation and regulations. Provides direction and oversight to the branches under the Division of Communicable Disease Control (DCDC) on legislative bill analyses, enrolled bill reports, and legislative reports. Coordinates, assigns, reviews, and edits the Division's bill analyses to ensure thorough analysis is conducted, appropriate recommendations are made, clear communication of ideas and arguments are provided, and ensure credible use of data to support DCDC's position. Provides technical assistance and training to DCDC managers and staff regarding legislative process and writing legislative bill analyses and responses. Navigates and tracks changes to California Health and Safety (H&S) Codes related to infectious disease and regulatory infectious disease-related provisions. Independently performs high-level analyses, such as assessing the need to amend statute and/or regulations to effectively carry out infectious disease public health activities and makes corresponding recommendations to the Division Chief and Assistant Division Chief.
- 25% Serves as the lead to DCDC program teams of Branch Chiefs, Section Chiefs, and administrative staff in the development and completion of legislative proposals, legislative budget proposals, and regulatory packages. Acts as the lead coordinator for highly sensitive and critical DCDC briefs and legislative-based responses to inquiries from the Legislature, Department of Finance (DOF), Health and Human Services Agency (HHS), and/or the Legislative Analyst's Office. Works with the Department's Legal Counsel, as needed, to address infectious disease related legal issues. Attends executive level meetings, as needed, with the Division Chief and/or Assistant Division Chief to provide consultation on legislative and/or regulatory matters. Serves as the DCDC liaison to the Department's Office of Legal Services, Office of Legislative and Governmental Affairs, and Office of Regulations.
- 25% Coordinates and advises on all DCDC Public Records Act (PRA) requests that received from members of the public through CDPH PRA Tracking System or by mail, email, or fax including private law firms, student researchers, private businesses, stakeholder groups, and media agencies. Oversees and provides technical assistance to other DCDC staff who assist with PRA fulfillment within the Division office and DCDC programs. Identifies sensitive and high-profile PRA's to ensure appropriate and timely processing, including consultation with DCDC legal

counsel within Office or Legal Services, CDPH Privacy Office, or the CDPH Information Security Officer. Develops PRA responses within mandated timeframes and correspond with members of the public. Develops and updates PRA training materials and guidance documents, as needed.

10% Serves as quality control for coordinating Division-wide responses for time and politically sensitive drills. Provides guidance to programs to ensure comprehensive, timely and appropriate response to drills (i.e., executive leadership briefings, Centers for Disease Control and Prevention (CDC) site visits, strategic planning, etc.) Provides final review and editing on behalf of the Division to ensure quality coordinated responses prior to submission to Center and Department executive management.

Marginal Functions (including percentage of time)

5% Assist the Program Chief with the overall operational functions of the program and highly sensitive activities and perform other HPS I duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: AV
 Date: 6/25/2024