

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8338-005
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract Specialist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Behavioral Health and Equity Branch / Community Development and Engagement Section

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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the direction of the Health Program Manager II, Chief of the Community Development and Engagement Section in the Behavioral Health and Equity Branch. The Health Program Specialist (HPS I) coordinates and oversees multiple complex contracts under the California Reducing Disparities Project, a multi-phase, community driven mental health prevention and early intervention initiative. The incumbent is responsible for special projects and tasks associated with

conducting outreach and engaging diverse stakeholders representing the needs of vulnerable communities. The HPS I is responsible for embedding cultural and linguistic criteria in all CDPH policy, program, and services, including technical assistance documents, contract management, and policy/program reviews. Up to 15% travel may be required with some overnight stays once the COVID-19 pandemic subsides.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 15% may be required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Reviews, monitors, and provides technical support and guidance on contract activities, inclusive of planning, implementation, program evaluation, and monitoring of fiscal and programmatic outcomes for the California Reducing Disparities Project (CRDP) and other contracts. Provides day-to-day oversight, contract guidance, and program consultation to CRDP funded contracts including the coordination of all contractors' meetings, attendance at community forums, and providing updates and presentations to various stakeholder groups. Serves as a subject matter expert for improving services and reducing disparities for racial/ethnic and Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) un-served/underserved communities. Collaborates with Office of Health Equity (OHE) peers, CDPH staff, and offices to embed a health equity lens for eliminating racial/ethnic disparities and improve the quality of care of multicultural communities by participating on committees and review teams. Provides technical assistance and guidance on mental health issues and works in partnership with state departments, counties, and community agencies to integrate cultural and linguistic competency policies and strategies across systems. Engages and interfaces with various stakeholder groups.
- 25% Independently plans, prepares, coordinates, and participates in the procurement processes, including requests for proposals, requests for applications, and invitations for bid, which includes preparing the bidding requirements, application submission instructions, scope of work narratives, budgets, exhibits, and transmittals. Participates in scoring, negotiating, and approving of funded projects. Evaluates and negotiates contracts including overseeing the development and revision of budgets, scopes of work, and contract terms and conditions. Develops and monitors the progress of contract amendments and contractor payments. Tracks all contracts to ensure approval and execution in a timely manner. Analyzes and researches proposed contract language for appropriateness and compliance with the applicable statutes, regulations, and policy.
- 25% Coordinates, conducts, and participates in meetings and teleconferences with CDPH staff, management, and upper CDPH leadership on Community Development Engagement Section (CDES) and Behavioral Health and Equity Branch (BHEB) related tasks. Attends high-level management

meetings and provides input and recommendations on reducing health and mental health disparities. Updates and provides technical assistance to various constituency groups and key decision makers on addressing health/mental health disparities for racial, ethnic, and multicultural communities. Represents CDES and BHEB and participates or leads workgroups at external meetings with community-based organizations (CBOs), counties, multicultural organizations, advisory committees, internal divisions and councils, and other state and local units of government and commissions to develop strategies on increasing access and improving mental health services for vulnerable populations. Serves as a point of contact and unit liaison to local units of government, CBOs, and the general public to maintain regular communication on reducing health/mental health disparities and in program oversight.

10% Prepares and drafts legislative proposals, bill analyses, issue memos, correspondence, federal grant applications, and reports related to eliminating racial/ethnic disparities. Coordinates these efforts with appropriate offices, including the Department’s Office of Legislation and Governmental Affairs, the Office of Legal Services, and the Office of Communications.

Marginal Functions (including percentage of time)

5% Prepares responses to community requests for consultation on cultural and linguistic competence and responds to internal requests for policy review. Participates in various CDPH workgroups and committees to evaluate data collection and outcome measures on disparities.

5% Performs other work-related 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: Marina Castillo-Augusto	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date
HRD Use Only: Approved By: JA	Date 9/15/22		