

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Healing, Equity, Anti-Racism, Trauma Responsive Transformation (HEART) Team Co-Lead	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: Advancing Community Equity Branch / Healing, Equity, Anti-Racism, Trauma Responsive Transformation 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 in the Healing, Equity, Anti-Racism, Trauma Responsive Transformation (HEART) Section within the Office of Health Equity (OHE). The Health Program Specialist II (HPS II) serves as a specialist for the HEART Team and

works on politically sensitive and complex projects to support CDPH, California Health and Human Services (HHS) Agency, and broader state-level equity initiatives.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Serves as the team co-lead for CDPH’s Healing, Equity, Anti-Racism, Trauma Responsive Transformation (HEART) Team. Provides direction to staff on strategic planning, policy decisions, and program work. Ensures team is meeting deliverables and outcomes. Manages team’s budget and leads reporting efforts for the Office of Health Equity (OHE), CDPH, and California Health and Human Services (HHS) leadership. Under the direction of the Heart Section Manager, convenes and facilitates meetings of equity staff across CDPH and HHS programs and offices. In collaboration with CDPH programs and offices, develops and implements strategies to advance racial and health equity into Departmental culture, policies, and practices.
- 20% Oversees and supports the development and delivery racial and health equity capacity building opportunities for CDPH staff and local health jurisdictions including identifying and coordinating speakers; logistical support; event advertising; organizing trainings; and creating other opportunities to advance knowledge and understanding of racial equity.
- 20% Acts as liaison with other racial equity efforts (both with other State Agencies and outside of State Government) to share successes and to learn from others in the field. Engages with the Health in All Policies (HiAP) Task Force and Capitol Collaborative on Race and Equity (CCORE) as a participant, mentor, and technical advisor to the group. Participates in the Government Alliance on Race and Equity membership meetings and calls.
- 10% Represents CDPH, the OHE, the Advancing Community Equity Branch, and the HEART Section at critical and highly sensitive meetings within the Department and with other federal, state, regional, and local agencies.

Marginal Functions (including percentage of time)

- 5% Responds to requests for policy, program, and project information internal and external to CDPH. Completes administrative and equity related communications for programs and projects within CDPH. Completes legislative bill analysis as requested.
- 5% Performs other job-related duties as requested.

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: JA
 Date: 10/31/22

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Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Healing, Equity, Anti-Racism, Trauma Responsive Transformation (HEART) Team Co-Lead	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Advancing Community Equity Branch / Healing, Equity, Anti-Racism, Trauma Responsive Transformation Section

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Supervisor's Signature	Date	Employee's Signature	Date

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