

Deputy Director
Office of Health Equity
California Department of Public Health

July 2024



The California Department of Public Health (CDPH) is recruiting a strategic executive to lead our CDPH Office of Health Equity.

California's population is the most diverse in the world, including immigrants from sixty countries with over 200 languages spoken or read in the State. CDPH is a state department comprised of over 200 programs and 4000 staff who seek to improve the health and well-being of all Californians. CDPH recognizes that addressing health equity is essential to advance population health. The Office of Health Equity works across CDPH, and with other State Departments and diverse sectors to apply an equity lens to the important work of public health, particularly among historically marginalized populations.

The Deputy Director, Office of Health Equity:

- Provides vision and leadership on strategies that elevate and promote health equity within CDPH's programs and activities
- Manages a team of policy and research specialists with varied areas of focus and expertise within health equity applications and research
- Implements initiatives that build CDPH internal capacity, awareness, and knowledge so that equity is part of our day-to-day work.
- Collaborates with executive leadership of other CDPH Centers and Offices, and the Office of Health Equity Advisory Committee
- Informs the State's *Health in All Policies Task Force* to ensure that work addresses gaps in health status.
- Works closely with key stakeholders across California
- Speaks articulately in public forums about the work of health equity and CDPH priorities; presents to California legislature
- Oversees development and publication of legislatively mandated biannual report.

The Ideal Candidate:

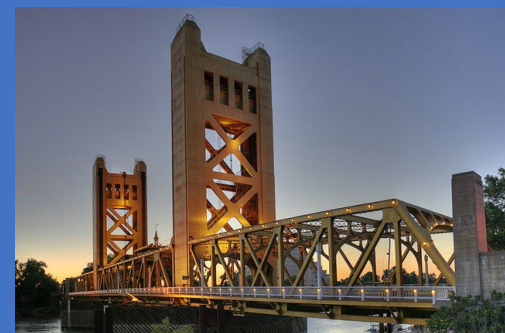
- Exemplifies principles of health equity in leadership style.
- Demonstrated knowledge of and past success in applying health equity concepts to an organization's operations in a meaningful, results-driven way.
- Professional experience with team-building and organizational change management.
- Demonstrated experience in the evaluation of existing and proposed policies to ensure public health strategies are inclusive to close the gap in health status.
- Ability to identify and determine appropriate outreach methods for a wide range of different social and ethnic backgrounds, genders and sexual orientations.

This position reports to the State Public Health Officer/ Director of CDPH.

The CDPH is committed to achieving a diverse workforce through application of equal opportunity and nondiscrimination policies in all aspects of employment to create an environment that is welcoming to all individuals.



CDPH public health professionals, researchers, scientists, doctors, nurses, and other staff- members have a shared vision to protect and improve the health of all Californians. We are dedicated to public service and passionate about our work and the people and communities we serve and protect.



The position is based in beautiful Sacramento, CA, and within a 90-minute drive from Lake Tahoe, the wine country of Napa, and the Bay Area. The city is surrounded by biking and hiking trails and is perfect for the healthy living enthusiast.

DUTY STATEMENT

Employee Name: Proposed	Position Number: 580-035-6308-001
Classification: Deputy Director, Office of Health Equity (Exempt)	Tenure/Time Base: Non-Tenured/Full-Time
Working Title: Deputy Director, Office of Health Equity	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814 or 850 Marina Bay Parkway, Richmond, CA 95804
Collective Bargaining Unit: E99	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Director's Office	Branch/Section/Unit: Office of Health Equity

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 Deputy Director, Office of Health Equity (OHE), leads, plans, organizes, and coordinates activities designed to reduce and eliminate inequities in the health and mental health status among

California's diverse populations. The Deputy Director, reporting to the CDPH Director, will be responsible for the development of priorities, policies, practices, development, and implementation of a strategic plan related to the reduction and elimination of health disparities and health inequities within specific vulnerable populations and impacted geographic locations, including racial and ethnic communities, women, persons with disabilities, and lesbian, gay, bisexual, and transgender communities. The Deputy Director will represent CDPH and OHE in highly visible and sensitive interactions with health care leaders, community organizations, professional associations, state departments, local agencies and other community leaders representing diverse populations.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Leads, supervises and is responsible for the overall program and policy development. Implements a health equity strategic plan focused on vulnerable communities and vulnerable places that will increase awareness of health and mental health disparities and reduce and eliminate health and mental health disparities and inequities. Serves as a liaison with state agencies and departments, community-based organizations, local governmental agencies and other entities that address key health determinants, including, but not limited to housing, environment, climate, transportation, planning, education, parks and economic development. Seeks to link local departmental efforts with statewide efforts to leverage activities and strategies addressing health and mental health disparities within vulnerable communities to ensure gaps are identified and strategies are implemented to eliminate the gaps. Provides technical assistance to state and local agencies and departments with regard to building organizational capacity, staff training, and facilitating communication to ensure strategies to reduce health and mental health disparities are incorporated.
- 20% Oversees and develops analysis of available data, policies and plans on specific issues affecting vulnerable communities and places to affect positive health and mental health outcomes. Reports the findings of such analysis to Directorate and stakeholders. Ensures use of data to inform policies addressing the health inequities faced by the targeted populations.
- 15% Participates or oversees assigned staff participation in the Health in All Policies Task Force to ensure public health strategies are considered in public policy development to close the gap in health status. Consults with community-based organizations and local governmental agencies to ensure that community perspectives and input are included in policies and any strategic plans, recommendations, and implementation activities.

- 15% Coordinates projects undertaken by the OHE, seeks and secures grant funds and other resources to ensure sustainability of the OHE, and provides consultation and technical assistance to the Directorate and members of the Public Health Executive Management Team. Determines appropriate outreach avenues to reach target populations; produces and disseminates appropriate outreach publications and/or activities for use in informing vulnerable target populations. Identifies needs, trends, and services.
- 10% Ensures that OHE deploys lean continuous improvement philosophy and methods for improving internal business processes. Ensures that OHE deploy Objectives and Key Results (OKRs) for developing and tracking goals and metrics for CDPH-wide and OHE strategic priorities.
- 10% Recruits, develops and maintains the OHE Advisory Council and oversees staffing of the Advisory Council, and other related OHE related advisory councils and workgroups. Activities related to staffing the councils and workgroups include the oversight of coordination of meetings, setting of agendas, and recording the meeting minutes. Performs other work related duties as assigned by the Director of CDPH.

Marginal Functions (including percentage of time)

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: CB
 Date: 7/2/2024