

DUTY STATEMENT

Employee Name:	Position Number: 580-520-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Program Consultant	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch/ Community Resilience and Support Section /CORESS Local Program Support Unit

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 supporting the development and implementation of the Maternal, Child and Adolescent Health (MCAH) Division's Title V Children and Youth with Special Health Care Needs (CYSHCN) activities.

The Health Program Specialist (HPS) I is responsible for performing duties as a highly skilled, technical program consultant including building content expertise, providing technical assistance to local and state partners, supporting program development and implementation, monitoring Scopes of Work and contracts, and completing federal reporting as applicable. The HPS I is the main point of contact for local agencies needing technical assistance and is responsible for providing support with

assessing needs, identifying, and developing resources, connecting local agencies with subject matter experts, and coordinating trainings and webinars.

The incumbent works under the Health Program Manager (HPM) I, Chief of the CORESS Local Program Support Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Provide support and technical assistance to local Maternal, Child, and Adolescent Health (MCAH) Branch Programs implementing the Children and Youth with Special Health Care Needs (CYSHCN) programs and activities. Ensure programs and initiatives are linguistically and culturally appropriate, accurate, and effective for the desired populations and age groups. Monitor the progress of locally funded agencies and engage local agencies in continuous quality improvement. Conduct in-person or virtual meetings to gather information, monitor activities, or provide training/technical support, as needed. Evaluate activities to help CDPH identify the effects of programs and activities.
- 20% Build and maintain expert knowledge on key topics and measures related to Title V and CYSHCN, including, but not limited to Title V federal requirements, Title V program structure in California, the Title V performance measure framework, the mental health of CYSHCN and their caregivers, family engagement, childhood adversity and resilience, health equity specific to children, including CYSHCN, medical home, and transition to adult health care. Stay informed about emerging trends, data, and evidence-based practices relevant to CYSHCN and their families to inform program development and ensure alignment with MCAH priority areas. Maintain a collection of resources and literature to support technical assistance, internal and external programs, and partners. Coordinate internal and external meetings and projects as directed, including creating timelines, agendas, and work plans.
- 20% Support federal reporting for the CYSHCN-related components of the Title V Maternal and Child Health Services Block Grant. Provide written updates on program activities from the past year and collaborate on program planning and writing for the upcoming year's narrative report. Support the Title V CYSHCN Director with all aspects of federal reporting by writing, gathering information, providing narrative context for data forms, reviewing documents, responding to partner comments, and preparing the report for submission.
- 15% Lead the creation of new CYSHCN program documents and updates to existing materials, incorporating the latest evidence and key partner input and expertise. Collaborate with internal and external partners to develop, review, implement, and update program materials, such as

written reports, talking points, briefs, Budget Change Proposals, grant funding proposals, Requests for Applications/Proposals, action plans, policies and procedures, scopes of work, program evaluation plans, federal reports, social media, and toolkits.

10% Support special projects within the CORES Section as needed.

Marginal Functions (including percentage of time)

5% Perform other job-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:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: JC
 Date: 01/12/24