

**DUTY STATEMENT**

Employee Name:	Position Number: 581-345-8338-019
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Consultant	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes / Hybrid
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: California Tobacco Prevention Program Community and Statewide Interventions Section Community Engagement and Local Programs 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 working toward achieving a tobacco-free California and to reduce tobacco-related illness and premature deaths by implementing programs to reduce tobacco use and exposure to secondhand smoke.

Under the direction of the Health Program Manager I (HPM I), Chief, Community Engagement and Local Programs Unit, the Health Program Specialist I (HPS I) functions as a highly skilled technical program consultant in areas of tobacco control public health policy, tobacco prevention program planning, assessment, and implementation. The HPS I develops and coordinates tobacco prevention strategy design, policy recommendations, programmatic interventions, data collection and analysis, and evaluation methods related to tobacco prevention. This requires analyzing current research and

evaluation data, conducting needs assessments and trainings, coordinating workgroups, participating in strategic planning sessions, and developing programmatic guidelines. The HPS I provides consultation to local, state, and federal agencies and community organizations, and requires a high level of independence.

Travel (10%) in-state and out-of-state with occasional overnight stays for trainings, meetings and conferences as required.

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### Special Requirements

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

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### Essential Functions (including percentage of time)

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- 30% Provides consultation and coordination to various health programs serving priority populations that have high tobacco use. Develops and evaluates health education program standards, policies, and procedures, and monitors the applications of such by local health departments, community-based organizations, and statewide training and technical assistance contractors. Provides overall coordination, project management, and program consultation to 15-20 local health departments, community-based organizations, and statewide training and technical assistance contractors. Reviews and approves progress reports, evaluation reports, and work products produced by contractors for conformance to Department, Branch, and Program standards, policies, and procedures.
- 30% Participates in the development and coordination of efforts aimed at reducing tobacco-related disparities through the implementation of population-based public health intervention strategies. Leads and facilitates multi-disciplinary teams and workgroups to guide in the planning, development, and delivery of multi-dimensional interventions, trainings, educational materials, policy briefs, and other documents aimed at reducing tobacco-related disparities and increasing the capacity of local health departments, community-based organizations, and statewide training and technical assistance contractors to work effectively with diverse populations. Stays abreast of the current research, scientific literature, and trends aimed at reducing tobacco-related disparities. Coordinates effort to reduce tobacco-related disparities with all California Tobacco Prevention Program (CTPP) Sections and Units and recommends strategies for working with diverse populations and communities.
- 20% Plans, prepares, coordinates, writes, and participates in procurement processes, including requests for proposals and applications, and local health department guidelines to procure services and fund projects. Develops documents and processes for procurements, proposal reviews, and negotiations. Participates in scoring, negotiating, and providing recommendations to management to approve projects for funding.
- 10% Coordinates CTPP health equity efforts with local, state, and federal constituency groups, agencies, organizations, programs, and campaigns. Represents CTPP at meetings regarding health equity and tobacco-related disparities. Proactively reaches out to external groups to develop and maintain positive working relationships with CTPP around health equity and the

reduction of tobacco-related disparities.

**Marginal Functions (including percentage of time)**

- 5% Prepares legislative proposals, bill analyses, issue memos, correspondence, federal grant applications, reports, and scientific abstracts related to reducing tobacco-related disparities and intervention efforts. Coordinates these efforts with appropriate offices including the Office of Legislation and Governmental Affairs, the Office of Legal Services, the Office of Health Equity, and the Office of Communications.
- 5% Performs other job-related duties as assigned.

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: HD  
 Date: 08/2024