

DUTY STATEMENT

Employee Name:	Position Number: 580-352-8338-013
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Outreach Specialist	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch / Community Outreach & Education 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 helping to eliminate childhood lead poisoning by identifying and caring for lead-burdened children and preventing environmental exposures to lead. This position is an opportunity for meaningful contributions to the Childhood Lead Poisoning Prevention Branch (CLPPB). Put your expertise and passion for building partnerships and health education to work with a team that values each member's unique contributions. The position provides opportunity for creative problem solving and working collaboratively across a diverse program.

The Health Program Specialist I (HPS I) plans, coordinates, and evaluates community and health care provider outreach in local health jurisdictions (LHJs) and works directly with partners in LHJs to design and implement outreach and education strategies for health care providers and community members at risk of lead poisoning. This position requires regular statewide travel, including overnight, up to 10% for local program site visits, meetings, and outreach as needed.

The incumbent works under the direction of the Health Program Manager I, Chief of the Community Outreach and Education Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% statewide, typically day trips or one overnight.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Utilizing established work plan and best practices for effective outreach, coordinates with LHJs and community organizations in LHJs not served by local assistance contracts (non-contracted jurisdictions) to develop outreach and education policies and interventions targeting health care providers and high-risk community members. Policies and interventions will focus on improving lead poisoning prevention efforts, reducing lead hazards, and increasing blood lead testing rates.
- 30% Working with LHJs and community organizations, implements outreach strategies to improve lead testing rates and reduce lead hazards. Documents progress of outreach implementation strategies and evaluation results from the established work plan for biannual program reporting in an internal standardized tracking workbook. Coordinates, facilitates, and travels to non-contracted LHJs for meetings, trainings, and collaborative interventions.
- 20% With direction from management, leads and/or participates in advisory committees and working groups and initiates and maintains collaborations to address issues of common concern between the CLPPB and local, state, and federal programs, and community organizations. Works with CLPPB epidemiologists to identify health care providers in established non-contracted jurisdictions with low blood lead testing rates and proactively develops strategies to improve blood lead testing rates.
- 15% Supports the unit through highly skilled technical planning and development of outreach and educational resources for multiple stakeholders with short-term to long-range impacts.

Marginal Functions (including percentage of time)

- 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:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: HD
 Date: 05/2024