

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-225-8336-909</b>
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Data Liaison	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Statistics and Informatics Data Strategy and Governance Division	Branch/Section/Unit: Data Governance 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 providing highly skilled technical health program consultative work to support the Center for Health Statistics and Informatics (CHSI's) Community Engagement Data Initiative.

The Health Program Specialist II (HPS II) will serve as a subject matter expert in CHSI for local data and will be responsible for engagement with both local health jurisdictions and individual partners to tighten information flow, personalize interaction, and ensure frequent touchpoints with community partners. The HPS II independently develops the most complex and sensitive health policy and process proposals for use in decision-intelligence programs to improve the effectiveness of public health interventions along with coordination of cross-cutting program activities in partnership with the

Centers and Offices in CDPH. Develop health policy and process proposals to improve the effectiveness of public health interventions. This could include, but is not limited to, using data, trends, and other information gathered for past and current response efforts to develop targeted localized messaging.

The incumbent works under the general direction of the Research Scientist Supervisor I, Chief of the Data Governance Unit.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- 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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- 35% Independently responsible for serving as program and project manager for the CDPH Data Governance Council and sub councils, such as the Community Interagency Data Council. Establish a core communications plan, creating outbound collateral and fielding inbound requests to support Local Health Jurisdictions (LHJs) and partners. Coordinate with the Office of Health Equity (OHE) and the Information Technology Services Division (ITSD) to partner with local health departments and jurisdictions on data needs. Develop health policy and process proposals to improve the effectiveness of public health interventions. Serve as liaison between CDPH's data governance structure and the community, including LHJs, community-based organizations (CBOs), and Medi-Cal partners. Establish community relationships and assess community health program data needs and resources. Prepare and plan for the coordination of public health data governance across LHJs, CDPH, Agency, and Federal public health data initiatives.
- 35% Serve as a member of the CDPH Data Governance Council; implement the high-level vision and goals from the public health perspective; and create a clear understanding of the roles and responsibilities of CHSI, ITSD, and CDPH Centers, Divisions, and Offices within the council to govern public health data. Identify stakeholders; lead engagement and needs assessment activities with stakeholders; develop landscape analyses, roadmaps, and implementation plans to support the coordination and alignment of CDPH Data Governance Council and the LHJs. Facilitate the Data Governance Council meetings. Manage and oversee State level population public health data practices, incorporating feedback from the community. Interact with their counterparts in other departments under the California Health and Human Services Agency.
- 25% Serve as the subject matter expert and champion for health equity as it pertains to data. Responsible for identifying and implementing the transformation of public health data to be equity focused data. Work with OHE to support data equity within the Office for Enterprise Data Strategy. Serve as a Tribal Liaison. Understand and advise on tribal consultation data public practices. Identify and prevent bias in data, systems, and infrastructure. Engage marginalized

and underserved populations. Examine organizational practices and policies that are barriers to inclusiveness and equity in the CDPH workplace and programs. Provide guidance and develop recommendations to ensure race and ethnicity, sexual orientation and gender identity, and other equity-related areas are considered to promote an inclusive and equitable workplace. Gain subject matter expertise on these areas and embed the concepts into policy, practices, and procedures for resource allocation, workforce planning, and program decision-making.

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

5% Develop and build skills through training and individual research. Attend trainings as necessary to improve knowledge of Quality Improvement principles, techniques, tools, and methodologies. Perform 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: HH  
 Date: 7/1/24