

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Limited Term/Full-Time
Working Title: Epidemiology and Laboratory Capacity (ELC) Unit A Program Specialist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Emergency Funding Coordination Branch/Local Coordination Section/Project Management 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 enhancing preparedness and response for emerging public health threats through serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing good customer service.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Project Management Unit. The Health Program Specialist (HPS) I will act as a technical program consultant

and monitor fiscal and programmatic deliverables and related assignments in the management of various federal Epidemiology and Laboratory Capacity (ELC) Unit A supplemental grants; state and local funding sources related to the COVID-19 Response activities. The HPS I will coordinate with stakeholders and the Bonified Agent for the ELC grants to ensure all CDPH deliverables are met within scope of the agreements.

Up to 5% travel is required. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Establishes relationships with stakeholders to provide guidance on the completion for required programmatic and fiscal reports and ensures all grant deliverable contract timelines are met for the ELC Cooperative Agreement (CoAg). Oversees the reimbursement contract CDPH entered into with Heluna Health (Bonified Agent) for \$499m. Performs high-level analysis for this contract and provides direction to staff for the implementation of local assistance deliverables. Responsible for submitting the final invoice package of the Reimbursement Contract to Heluna Health ensuring all expenditures are in line with the budget and in compliance with state and departmental policy and procedures. Informs the SSM I of current activities, achievements, and operating problems. Ensures deliverables are submitted in a timely manner and are accurate, thorough, and consistent with legislation, applicable policies, and State requirements. Makes recommendations to executive management and stakeholders regarding the policies and resources needed to ensure program success. Writes reports on program deliverables that provide clear and concise information on the specific outcomes of the ELC CoAg. Generates and disseminates pertinent health program information, summaries, and/or updates catered to various audiences such as Center for Preparedness and Response (CPR) management and staff, CDPH Executives, and program partners, including local agencies.
- 25% Works in coordination with CPR and CDPH executive management and identifies methods for ensuring program remains within authorized amounts identified by the reimbursement contract that has multiple and complex funding sources. This includes the development and implementation of administrative policies and procedures, reporting, invoicing and other documentation. Analyzes the final invoices against the executed contract budget, scope of work, and State Fi\$cal reports for compliance, completeness, and to ensure contracted legal and binding documents are met. Identifies gaps and or areas of concern and works with stakeholders to resolve prior to final invoice submission. Researches and acts as a liaison for program stakeholders to facilitate timely development of deliverables. Develops data collection and audit tools, tracking systems, and reporting to identify and address data reliability to

ensure expenditures of ELC CoAg monies comply with statutory and contractual requirements, conducts reviews as needed, and develops and implements the tracking of the ELC CoAg obligations and expenditures. Makes recommendations and takes action on a variety of health programs and project activities.

- 15% Prepares contract reporting requirements for the reimbursement contract and implements systems for monitoring and tracking of allocations and fiscal management systems for tracking expenditures and deliverables of contracts. Plans, prepares, coordinates, and participates in the procurement processes, including requests for proposals, requests for applications, and the development of technical assistance guidelines. Develops procurement documents, proposal reviews, and negotiation processes. Participates in scoring, negotiating, and approving of funded projects.
- 10% Provides consultation, expertise, and guidance to CPR management regarding external stakeholder communication. Serves as a point of contact for external stakeholder communication. Attends and participates in meetings with all levels of management, and departmental and external staff to discuss yearly planning and contractual needs. Identifies, fosters, and pursues partnerships with key stakeholders in order to expand and advance stakeholder engagement. Builds, establishes, and maintains collaborative partnerships within CDPH, other state departments, local organizations, and federal agencies, to increase inter-agency communication and data sharing partnerships.
- 5% Travels to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

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: SA

Date: 2/1/24