

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-035-5393-909</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Project and Communications Specialist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Administration & Operations Section / Business Operations Unit B

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.

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### Competencies

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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](#).

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### Job Summary

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by coordinating, facilitating, and promoting health equity through the development of key public health messages; by mobilizing partnerships within and outside the Department to strengthen collective impact; and by enhancing services through agile operations by tailoring our messaging practices to best meet the communities we serve.

The incumbent works under the direction of the Staff Services Manager I of the Business Operations Unit B. The Associate Governmental Program Analyst (AGPA) functions as a highly skilled, technical program consultant and serves as the Project and Communications Specialist responsible for the

overall coordination and integration of outreach and activities for the Office of Health Equity (OHE). The AGPA assists with developing the internal and external communication and outreach deliverables, tactics, and reviews legislative analysis on health equity proposed legislation. Performance of these duties involves interaction with a broad range of branch managers, specialized branch, and program managers.

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### Special Requirements

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- 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% Serves as liaison between OHE communications teams in each program, the CDPH Office of Communications, Information Technology, and other Department centers in the development and management of cross cutting quality improvement projects such as results-based accountability. Establishes and maintains monitoring deliverables, tactics, and performance measures to assure that programmatic and OHE objectives are achieved. Coordinates the development of goals, objectives, and strategies to implement OHE-wide projects of high priority, its Programs, and across the Department. Monitors and reports on activities to leadership on relevant to joint projects. Facilitates and supports crosscutting projects that further collective action and organizational transformation.
- 30% Serves as a Lead graphic designer. Creates text panels, banners, educational interactives, photographic prints, and all other graphics needed while demonstrating effective project time management with the ability to balance competing priorities. Assists with research, writing of interpretive text, proof-reading, reproduction of photo images, and creation of graphics. Complete requisitions for all projects. Practical knowledge of Adobe Suite (Photoshop, InDesign, Illustrator), and Microsoft Office Suites (SharePoint, Power BI, and Power Automate).
- 20% Coordinates and facilitates the development and production of the OHE external and internal communications including but not limited to OHE web-based information, town halls, newsletters, issue briefs, project briefs, the program profiles, fact sheets, consumer education, informational materials, public speaking presentations, digital storytelling, podcasts, blogs, and social media. Ensures all communications are Americans with Disabilities Act compliant, high quality and reflective of equity, diversity, and inclusiveness of communities served. Reviews OHE communications for clarity, accuracy, and alignment with the Department style guides, policies, and practices. Oversees the development and oversight of the branding standards of OHE to ensure consistency and quality of communications materials and strong identity with the vision and mission. Supports launch and enhancement of web applications, tools, and platforms for key OHE communications and initiatives.

10% Independently organizes, facilitates, compiles, finalizes, and submits key OHE communications, such as Week Ahead Reports, and other controlled correspondence, including Public Record Act (PRA) requests, and Director Action Requested (DARs)/ Secretary Action Requested (SARs). Utilizes the Electronic Document Management System to upload DAR and SAR communications for approvals through other CDPH divisions, the CDPH Directorate, California Human & Human Services Agency, and the Governor’s Office. Uploads PRA documents into the GovQA electronic platform to ensure compliance with PRA law. Works closely with OHE programs and CDPH divisions including the Office of Legal Services, and the Office of Communications to respond to media and the public timely.

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

5% Performs 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: CC  
 Date: 07/2024