

## DUTY STATEMENT

Employee Name:	Position Number: <b>581-320-8336-909</b>
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full Time
Working Title: Operations Lead	Work Location: 1631 Alhambra Blvd., Suite 200, Sacramento, CA 95816
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Surveillance and Research Branch/Chronic Disease Operations Section

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 performing challenging and complex duties involved in the planning, development, organization, implementation, and evaluation of California Cancer Registry (CCR) operations to promote prevention and control of chronic disease.

The incumbent works under the direction of the Staff Services Manager II, Chief, Chronic Disease Operations Section. The Health Program Specialist II (HPS II) serves as the Operations Lead exercising substantial initiative and works collaboratively with national, statewide, and regional stakeholders. Provides high level expertise on operational activities and initiatives related to the

CCR, including responsibility for developing, planning, and evaluating the program, policies, procedures, and making enhancement recommendations. Responsible for coordinating programmatic activities with CCR contractors and identifying critical gaps in CCR initiatives and developing possible strategies and approaches that can align with policy changes, funding opportunities, and performance measures. The HPS II will support the modernization of the state cancer registry through legislative, regulatory, and policy change. Analyzing critical health policy issues related to cancer data collection, disclosure, research, and control; and will advise on policy direction for the program, including a focus on how to reduce cancer-related disparities through policy strategies.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Function as highly skilled, technical program consultant in the planning, development, organization, implementation, and evaluation of California Cancer Registry (CCR). Research and analyze critical health policy issues related to cancer data collection, disclosure, research, and control. Develop policy direction for the program including a focus on how to modernize the central and statewide cancer registry and to enhance data available to reduce cancer burden. Lead and utilize workgroups with internal and external stakeholders to support policy development. Serve as a subject matter expert and lead on regulatory processes, track legislation, and prepare legislative bill analyses in compliance with applicable health regulations. Assist with planning policy-related events and trainings.
- 35% Provide highly specialized and complex technical assistance to stakeholders and CCR contractors/grantees to develop and routinely update program guidance and best practices. Support efforts to manage, communicate, and evaluate required activities and deliverables for CCR contractors/grantees relative to operational and data quality activities. Lead the planning, implementing, and evaluation of the CCR program according to state mandate, federal agreements, and federally endorsed standards. Analyze current best practices within the CCR and national cancer registry communities to develop and maintain a CCR Operations Manual in coordination and collaboration with CCR contractors/grantees. Oversee and monitor development and implementation of sustainable process and quality improvement initiatives. Maintain successful relationships with key stakeholders within the Department, CCR, and statewide and national organizations, including the National Program of Cancer Registries, North American Association of Central Cancer Registries, and National Cancer Institute.

- 15% Proactively identify barriers and mitigate risks that negatively impact business operations and deliverables. Provide technical expertise and support required to comply with Centers for Disease Control and Prevention (CDC) grant funding of the CCR program. Includes ensuring CCR data related produces and submissions to CDC and national cancer standard setting agencies are performed and submitted successfully.
  
- 10% Identify and coordinate CCR response to federal agreements and strategic initiatives of CDPH. Identify new key partners and funding opportunities to support and advance the CCR, including supporting implementation of CCR Advisory Committee innovations. Represent the department in dealings with local, State, Federal and private jurisdictions.

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

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: J.A.  
 Date: Sept 24