

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8336-005
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Emergency Planning and Preparedness Coordinator	Work Location: 1615 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes-Hybrid
Center/Office/Division: Center for Preparedness and Response/ Division of Program and Response	Branch/Section/Unit: Planning, Recovery, Evaluation Branch/ Planning, Preparedness, and Coordination 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.

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 Health Program Specialist II (HPS II) works under the general direction of the Section Chief of the Planning, Preparedness, and Coordination Section within the Planning, Recovery, Evaluation

Branch of the Center for Preparedness and Response (CPR). The incumbent will perform a critical function as a highly skilled, technical program consultant and Subject Matter Expert responsible for the overall planning and coordination of the state and local planning units to ensure all plans are being updated seamlessly and in response to the COVID-19 Pandemic. The HPS II acts as the project lead and is responsible for implementing all operational aspects of the California preparedness and recovery plans locally and statewide. This position works closely with the Exercise Unit within CPR to incorporate state and local emergency response efforts.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Acts as a highly skilled technical and program consultant and provides the most complex technical planning guidance and consultation on the implementation of updates to emergency preparedness, response, and recovery plans by meeting with the state and local planning units on a regular basis. Researches and analyzes the most complex Statewide response information and identifies gaps in planning and response procedures. Acts as a liaison and works with taskforce and departmental leads to enhance and incorporate changes in procedures. Implements best practices, identify areas requiring improvement or correction, and effect viable solutions; participates in various committees and workgroups responsible for coordinating continuous quality improvement activities. Coordinates and provides training regarding the changes in procedures. Serves as a subject matter expert for the Planning, Preparedness, and Coordination Section. Develops and provides recommendations to management on high-level, complex solutions to mitigate any existing gaps in planning, preparedness, and response efforts. In conjunction with the Exercise and Evaluation unit, develops, maintains, and implements the Multi-Year Integrated Preparedness Plan including developing trainings, drills, and exercises to test efficacy of procedures. Works with Federal, State, and local partners to ensure that a coordinated emergency response effort is achieved using Departmental procedures that can be adapted to facilitate effective emergency response activities. Ensures program plans are consistent and mesh seamlessly with the State and CDPH Response Plans. Provides highly complex technical assistance on an as-needed basis. Promotes good planning, preparedness practices, and awareness with other CDPH programs and stakeholders via meetings, conferences, and regular communications. Assists Branch and Division leadership in facilitating planning and preparedness efforts across CDPH Centers, Divisions and Offices. Assists with the coordination of securing the cooperation of the state planning and the local planning units within the Center for Preparedness & Response, other SMEs, stakeholders, and agencies to plan, organize, design, and direct major surveys. Evaluates and provides consultation survey results.

- 30% Serves as a highly skilled technical consultant and provides assistance to the SSM II, Branch Chief (SSM III) and Assistant Deputy Director on special projects by researching, analyzing, collating, developing, and disseminating information. Provides expertise on preparing documents, including complex reports and tables, for dissemination and publication on the department website by ensuring that they are clear and concise. Participates in the evaluation of the state's planning and preparedness activities including, but not limited to, staff training, Personal Protective Equipment (PPE) recommendations and use, case identification, isolation, and infection control. Provides a high-level consultative expertise and guidance to CDPH program staff, state and local planning units, Federal and State partners, contractors, vendors, and other agencies to plan and secure necessary resources or equipment to support public health emergency response. In conjunction with other staff and units across CPR, acts as a liaison for California Native American Tribal entity inclusion in emergency preparedness, response, and recovery planning and operations. Liaises with the Tribal Governments, CDPH Office of Health Equity, Department of Healthcare Services, California Office of Emergency Services, Local Health Jurisdictions (LHJs), and other appropriate stakeholders as needed. Supports federal emergency preparedness and response grant planning and workplan development to meet grant deliverables and strengthen community partnerships. Ensures LHJs are engaged with Native American Tribal entities as appropriate in accordance with the public health emergency preparedness grant domains focusing on tribal planning and engagement.
- 15% Travels with local project officers to aid in local site visits specifically as it pertains to preparedness plans. Attends meetings and participates in various workgroups on behalf of CPR relating to public health planning and preparedness issues; attends Federal and State training programs, in-services and continuing education courses, workshops, conferences, necessary to maintain program knowledge and skills. Leads or support special projects. Prepare presentations for professional meetings and conferences. Facilitate conference calls for/with local agencies and external stakeholders.
- 15% In coordination with the Exercise and Evaluation unit and Response Branch, participates in the development of exercise and training materials/modules for CPR staff, CDPH program training or emergency response staff, and contractors. Delivers trainings to local health department staff in person, via webinar, or teleconference. Ensures that response plans and procedures (or elements thereof) have been routinely tested (i.e., exercised) as part of ongoing readiness activities and quality assurance. Ensures all state and local plans meet the requirements and have adequately filled in any gaps for Public Health Emergency Preparedness. Independently compose and prepare correspondence to request and inquiries by internal and external stakeholders. Review incoming documents to determine the level of importance for and gather appropriate background material before submitting.
- 5% Participates as either a CDPH or an CPR Duty Officer (DO) in the Department's DO Program. During a week-long shift, individuals acting as DOs can expect to devote up to 65% of their work week to DO Activities (receiving and responding to calls, situation reports, completing call logs, etc.). CPR DOs average one week-long shift per month and CDPH DOs average one week-long shift every two months.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required 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 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: T. Moya	Date 9/13/24		