

DUTY STATEMENT

Employee Name:	Position Number: 580-340-8338-012
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Violence Prevention Program Consultant	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Injury and Violence Prevention Branch/Violence Prevention Program 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 performing challenging and complex duties involved in the planning, implementation, monitoring, and evaluation of the violence prevention programs, including childhood adversity.

The incumbent works under the direction of the Health Program Manager II (HPM II), Chief of the Violence Prevention Program Section. The Health Program Specialist I (HPS I) will provide highly skilled technical assistance to the department and statewide and regional stakeholders in applying

public health approaches and principles to injury and violence prevention focused on preventing and reducing violence, including childhood adversity.

With guidance and direction from the HPM II, the HPS I will coordinate and collaborate with state and federal partners (e.g., CDPH, the California Department of Social Services, Positive and Adverse Childhood Experiences (PACEs) stakeholders, the Office of the California Surgeon General, and the Centers for Disease Control and Prevention (CDC)) on activities focused on primary prevention of violence, including childhood adversity; coordinate with statewide and local organizations to engage in development, implementation, and sustainability of projects that advance state efforts to prevent and reduce violence and promote Positive Childhood Experiences (PCEs); support and facilitate Committee and workgroup meetings; facilitate and conduct biennial strategic planning sessions with state partners; and provide presentations and webinars to increase coordination and raise awareness about research, emerging issues, and best practices statewide related to violence prevention activities.

The HPS I will communicate effectively with other teams across the section, branch, and department while providing content and updates. The HPS I will represent CDPH at meetings, advisory groups, committees, and at conferences. The HPS I will assist in completing program reports and technical writing; and work with Injury and Violence Prevention Branch (IVPB) researchers to elevate and share important injury and violence prevention data; and perform other duties as required. Minimal in-state and out-of-state travel (5%), with overnight stays as needed to participate in off-site meetings.

Special Requirements

- 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:

Essential Functions (including percentage of time)

- 30% With guidance from the HPM II, Chief of the Violence Prevention Program Section assists and supports the implementation, and evaluation of statewide outreach, education, and technical assistance and training efforts. Facilitates the development and implementation of established strategies for engagement of program stakeholders in population-based public health interventions and training and technical assistance aimed at reducing and preventing violence and promotion of PCEs. Assists with coordinating the planning, development, review and approval, and delivery of interventions, trainings, educational materials, and other documents utilized by stakeholders working to improve child wellbeing at the local and state level. Leads and facilitates a multi-disciplinary Steering Committee and/or workgroups to guide and accomplish this work.
- 25% Coordinates the preparation and development of programmatic reports, memos, letters for internal and external use; biannual reporting requirements; and technical writing that supports the program lead and disseminates information as directed. Supports IVPB in communicating with advisory groups and interfaces with relevant external organizations. Lends public health

expertise and facilitation skills to cross-sectional work groups for development, testing, and evaluation of materials, trainings, interventions, and policies. Coordinates data analysis with research staff; develops appropriate dissemination plans to communicate research results. Stays up-to-date on current research, scientific literature and trends, and applies specialized knowledge and expertise in program issues that the incumbent gains from research and interaction with program subject matter experts.

20% Builds and maintains successful relationships with key stakeholders within the Department and stakeholder groups statewide and nationally; and among local constituencies that work towards reducing and preventing violence and promoting PCEs. Represents CDPH on advisory groups and committees, conferences, and professional meetings; convenes and facilitates workgroups; presents at relevant conferences, workshops, and other forums for discussion.

20% Provides support with contract oversight and oversees program administration. Prepares monthly electronic updates, controlled correspondence, presentation slides, SharePoint updates, and CDPH webpage content. Routinely analyzes progress reports and uses online virtual platforms, CDC data-reporting systems, SharePoint, and other knowledge management systems, and additional administrative support as needed.

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: JJ
Date: 9/19/24