

## DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-335-8336-004
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Policy Specialist	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: Office of Oral Health / Business 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.

### 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 Resources' Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by leading high-level strategic planning, as well as identifying, developing implementing, and evaluating policy, systems, and environmental (PSE) change strategies in partnership with branch leadership, local health jurisdictions, community-based organizations, state and national associations, universities, related State departments, and other interested parties.

The Health Program Specialist (HPS) II functions include acting as a trainer for PSE change, promoting school-based/school-linked oral health programs, and being the legislative lead. The HPS II is a highly skilled technical program consultant with the ability to manage a variety of tasks, is the

lead subject matter expert on PSE change, and will play a key role in shaping and guiding organizational decisions to support and improve the oral health of all Californians through prevention, education, and organized community efforts. Responsibilities also include representing the organization in all legislative matters. This position is eligible for telework in accordance with CDPH telework guidelines.

The incumbent works under the direction of the Staff Services Manager II (SSM II), Chief of the Business Operations Section, in the Office of Oral Health (OOH).

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% (in state; may include overnight stays)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

- 20% Leads efforts to implement the California Oral Health Plan strategies and two-year workplans in collaboration with internal and external partners such as local health jurisdictions, community-based organizations, statewide associations, universities, related State departments and other interested parties to drive program objectives. Monitors and assesses the effectiveness of current strategies and develops new activities to identify and capitalize on opportunities. Establishes metrics and performance measures to track progress and ensures objectives are met. Develops and maintains relationships with internal and external stakeholders to promote communication and collaboration. Works with the California Oral Health Partnership, analyzes and assesses oral health policy and programs recommended by state and national organizations for implementation in California. Effectively communicates strategies to internal and external stakeholders. Utilizes existing tracking tools to plan efficient and effective implementation of strategies. Develops and delivers presentations to senior leadership and stakeholders informing them on strategic plans and progress. Assesses program alignment opportunities and makes recommendations to program staff and management using a health equity lens.
- 20% Performs critical analysis on policy development, program planning, and assessment and develops recommendations for policy direction and procedural changes to support program efforts. Leads discussions on policy initiatives related to oral health. Conducts opportunity and feasibility assessment(s) on a periodic basis to address policy barriers such as existing laws, regulations or guidelines and fiscal resources. Monitors and evaluates existing and planned programs to ensure compliance with local, state, and federal regulations/guidelines. Researches policies in other states and local public health departments to inform recommendations and decision-making process. Develops and maintains relationships with key stakeholders, including dental professional organizations, local oral health programs (LOHPs), community-based organizations or non-government organizations, and advocacy groups. Consults with national, state, and local organizations regarding evidence-based oral health-related policy issues to inform policy discussions. Coordinates internally and externally with partners to ensure

compliance with regulations and identifies opportunities to educate stakeholders such as local health jurisdictions, community-based organizations, state, and national associations, universities, related State departments, and oral health champions. Responds to policy inquiries.

- 20% Co-leads with the HPS I, Local Programs and Statewide Interventions Unit (LPSIU) Chief in the implementation of the Children’s Dental Disease Prevention Program (a school- linked/school-based program) in collaboration with staff, managers, and stakeholders. Collaborates with the Surveillance and Evaluation Unit to incorporate Results-Based Accountability (performance management) to monitor progress on key results. Coordinates statewide efforts to promote Children’s Dental Health Month and school readiness campaigns. Collaborates and engages with California Department of Education (CDE), California Oral Health Technical Assistance Center (COHTAC) and the California Oral Health Partnership’s school-dental program workgroup to review and implement best practices. Communicates to local oral health programs about the implication of new research findings that impact school dental programs. Provides technical assistance to LOHPs and other organizations on school health issues. Serves as a liaison to other government and non-government organizations such as CDE, First 5, Early Head Start and professional dental organizations to ensure proper implementation of oral health programs. Represents public health concerns and prepares and presents presentations at public forums, meetings, and conferences such as school board meetings, local oral health coalitions and related health organizations. In-state travel—which may involve overnight stays—may be required to attend meetings, trainings, and conferences. Collaborates with the California Department of Education on school-related policies and programs such as the Kindergarten Oral Health Assessment and provides guidance to LOHPs on implementation of school-based/linked related initiatives.
- 15% Serves as the legislative coordinator for OOH and analyzes legislative proposals and drafts reports that provide strategic recommendations to managers on legal and policy matters. Monitors relevant legislation to understand potential effects on the program. Develops bill analyses and enrolled bill reports. Recommends legislative initiatives to leadership. Provides recommendations to OOH leadership on the political feasibility, risks, and strategy related to individual proposals. Tracks and implements approved recommendations to mitigate risks and ensure political climate is considered and addressed appropriately. Engages with the California Oral Health Partnership policy committee to identify and align with State and national oral health policy initiatives. Tracks, monitors, and analyzes legislative action to ensure compliance with oral health-related laws and regulations. Attends and serves as a representative at legislative meetings. Responds to the legislation coordinator in the Center for Healthy Communities (CHC) on drills regarding legislative issues/bill analyses. Coordinates responses to inquiries from legislators and stakeholders with OOH leadership, CHC, Office of Legislative and Governmental Affairs, Office of Legal Services, Office of Health Equity, Office of Policy and Planning, and the Office of Communications.
- 15% Collaborates with the HPM I, LPSIU Chief, to facilitate training and tailors existing materials to LOHPs related to PSE change with a focus on reducing disparities in dental disease among underserved populations. Collaborates with the HPM I (LPSI) to determine training needs and topics along with reviewing the summary findings from the Annual LOHP Training needs assessment conduct by the California Oral Health Technical Assistance Center (COHTAC). Through the COHTAC and other organizations, arranges for instructional materials, such as handouts and visual aids, to supplement presentations. Facilitates workshops, seminars, and other training events related to PSE. After evaluating program needs, develops tracking system to monitor training activities, outcomes, and participant feedback. Assesses PSE change

opportunities using tool kits from the Association of State and Territorial Dental Directors, Centers for Disease Control and Prevention (CDC), CDPH etc. Develops and maintains collaborative relationships with stakeholders and partners to support PSE change. Monitors, evaluates, and provides technical advice and assistance on PSE change activities to Office of Oral Health (OOH) funded grantees and vendors to support oral health policy. Ensures that training activities align with organizational goals and objectives.

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

- 5% Collaborates with branch staff to develop, implement, and maintain OOH policies and procedural guidelines regarding PSE change. Evaluates policies and procedures to determine effectiveness and applies PSE solutions to continually improve business processes.
- 5% Keeps manager updated on workload and any potential issues and problems that may arise. Develops work plans, issue papers, budget change concepts/proposals, and other documents, and various drills as needed. Assists with special projects and 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: JJ  
 Date: 9/27/24