

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-310-8336-007
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Program Specialist	Work Location: Various locations available. Location to be determined upon hire
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Nutrition and Physical Activity Branch, Local Agency Support 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 mission by serving in a lead Project Officer capacity, responsible for providing advanced health education and nutrition expertise, technical assistance, and training to Local Health Departments (LHDs) funded to conduct obesity prevention interventions across the state. The Health Program Specialist II (HPS II) advises branch and department management, funders and external agencies on local agency support needs. The HPS II provides program leadership; supports project development, implementation and evaluation; informs strategic planning processes; serves as a mentor to Project Officers; and ensures coordination of efforts across the branch to advance the Nutrition and Physical Activity Branch's

vision, mission and programmatic priorities. Reviews resources and deliverables for scientific deliverables for scientific accuracy and cultural appropriateness. Travels (up to 25% of the time) to meetings, trainings, and conferences as needed to support the planning, implementation, and evaluation of the CFHL program and to provide training and technical assistance to staff and local health departments across the state.

The incumbent works under the direction of the Chief of the Local Agency Support Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 25%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% In a lead Project Officer capacity, provides advanced health education and nutrition expertise to LHD grantees implementing the CalFresh Healthy Living program. Provides guidance, technical assistance and training for grantees, contractors and partners on obesity prevention interventions utilizing nutrition and physical activity strategies, with an emphasis on policy, systems, and environmental change approaches. Advises funded local agencies and subcontractors on budgets and implementing and evaluating obesity prevention interventions. Ensures the work of local agencies advances the vision, mission, and programmatic priorities of the branch. Conducts required LHD site visits. Reviews and/or approves local agency scopes of work, progress reports and deliverables. Ensures local agencies follow funder, state, and federal requirements. Elevates issues appropriately to management and proposes problem-solving solutions to challenges. Reviews program materials for scientific accuracy and cultural appropriateness. Serves as a mentor to other Project Officers.
- 30% Advises branch and department management, funders, and external agencies on local agency support needs. Provides program leadership; supports project development, implementation and evaluation; informs strategic planning processes; assists with the planning, submission, and implementation of the annual CalFresh Healthy Living state plan; and ensures coordination of efforts across the branch. Provides technical expertise on bill analyses, policy development, implementation and monitoring, drills, pilot studies, and requests for information from department and agency leadership, stakeholders, funders and consumers.
- 20% Serves as a highly skilled program consultant for nutrition, physical activity and obesity prevention. Stays up to date on obesity prevention science and analyzes data and research reports to support intervention recommendations.
- 10% Participates in section, branch, and funder meetings, and leads high-level, technical discussions to support the work at the local and state levels. Participates on and/or leads work groups as

assigned. Represents the branch and department at state- and/or national-level meetings and conferences.

Regions		
Region	Counties	Available Headquarter Locations
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Diego

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: JJ
 Date: 10/23/24