

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Program Consultant	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch/ California Home Visiting Program/ Program Quality & Equity 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 increasing health equity and promoting health and wellness. In particular, the position supports the California Home Visiting Program (CHVP) aimed at promoting positive parenting and child development through evidence-based home visiting models. Supported by decades of research, home visits by a trained professional during pregnancy and in the first few years of life improves the lives of children and families by preventing child abuse and neglect, supporting positive parenting, improving maternal and child health, and promoting child development and school readiness. Giving children a solid start in their first few years of life increases the opportunity for a brighter, more prosperous future.

The incumbent works under the general direction of the Staff Services Manager (SSM II), Chief of the CHVP Program Quality & Equity Section in the Child and Adolescent Health Branch. The Health Program Specialist II (HPS II) functions as a highly skilled, technical, program consultant responsible for planning, coordinating, and administering the Maternal, Child and Adolescent Health (MCAH) Division's California Home Visiting Program. The incumbent performs duties relating to program quality assurance, technical assistance, needs assessment, and meeting planning components. The HPS II is responsible for independently coordinating the development of the grant proposals, making recommendations related to the overall design, development and implementation of this program. Independently serves as a coordinator and facilitator to home visiting and early childhood systems stakeholders across departments, agencies, and stakeholder groups. This senior position requires the incumbent to function independently; communicate effectively; facilitate group processes for resolution of issues; provide effective consultation/technical assistance; and maintain/develop skills related to home visiting. Up to 10% in and out of State travel is required.

A high degree of initiative, detailed and sensitive work are typical in the responsibilities of this advanced health program specialist position.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% in and out of State travel is required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% With a high level of expertise, coordinates and facilitates the development of funding proposals, grant applications, continuing grant applications, and progress reports for home visiting including the development of the competitive solicitation process, development of the scope of work and budget, policies and procedures, and recommendations related to the overall program design, development, and implementation.
- 25% Provides effective consultation/technical assistance to local health jurisdictions implementing home visiting programs; monitors and manages scope of work deliverables, local policies and procedures, outreach, systems integration processes, and other administrative and programmatic activities; works closely with other members of the CHVP team to provide seamless support. Conduct site visits as needed.
- 25% Maintain expertise in the fields of evidence-based strategies to support children and families facing the greatest health and social inequities through home visiting services. Function as a team member in special projects aimed to advance the work of CHVP. Lead CHVP in utilizing data to assess and monitor progress and program success. Develop highly visible and sensitive ongoing reports, briefs, and presentations on CHVP for a variety of audiences. Disseminate best practices, evidence-based approaches and program successes.

15% Serve as liaison to professional organizations, universities, provider groups, the public, and other State and Federal agencies. Represent CHVP in stakeholder meetings. Ensure that CHVP’s activities and products align with federal, state, agency, department, center, and division goals and priorities. Facilitate conference calls with local agencies and external stakeholders. Conduct policy and programmatic analyses, bill analysis, and respond to drills, as needed.

Marginal Functions (including percentage of time)

5% Performs other job related duties as requested.

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: AG
 Date: October 17, 2024.