

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-035-8338-909</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Gender Health Equity Specialist	Work Location: 850 Marina Pkwy, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Gender Health Equity Section / Lesbian, Bisexual, Transgender and Queer Wellness and Equity Unit

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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The Health Program Specialist I (HPS I) works as the Gender Health Equity Specialist, focusing on reducing gender-based health disparities by administering the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Foster Youth Capacity Resilience Fund to administer a grant program to demonstrate improved capacity, training, and culturally responsive care for LGBTQ+ foster youth, emphasizing vulnerable and marginalized youth populations. The HPS I functions as a highly skilled

technical program consultant who regularly performs duties that include confidential and sensitive departmental and program issues in the area of grant development, management, community engagement. The incumbent will lead in design and management of the program, its procurement process and implementation. Finally, the HPS I will lead in community partner communications and engagement, interpretation of research and data; training; and contract and budget management for the program.

The incumbent works under the general direction of the Health Program Manager I (HPM I) of the Lesbian, Bisexual, Transgender and Queer Wellness and Equity (LBTQ) Unit in the Office of Health Equity's (OHE) Gender Health Equity Section.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 40% Serves as a highly skilled, technical program consultant, grant manager and technical expert responsible for the development, implementation, and disbursement of local assistance funding for the LGBTQ+ Foster Youth Capacity Resilience Fund to local health care programs and providers, and community-based organizations. Plans, develops, and implements grant funding requirements and reviews, monitors, and evaluates fiscal and programmatic outcomes for the LGBTQ+ Foster Youth Fund. Subject Matter Expert (SME) in interpreting, developing, and applying appropriate regulations, policies, and procedures that pertain to grant and contract agreements. Provides consultation and technical assistance to program staff, applicants, and recipients on all aspects of grant management. Ensures deliverables are submitted in a timely manner and are accurate, thorough, and consistent with legislation, applicable policies, and State requirements. Makes recommendations to the Unit Manager regarding the policies and resources needed to ensure ongoing program success. Evaluates and reports on program outcomes.
- 30% Serves as the SME for issues impacting LGBTQ+ foster youth and makes recommendations on a variety of health programs and project activities. Reviews reports submitted by grantees to ensure expenditures of grants comply with statutory and contractual requirements, conducts on-site reviews as needed, and develops and implements the tracking of grantee obligations and expenditures. Gathers information and data, evaluates alternative strategies, and provides reports and recommendations to Unit and other departmental management. Generates and disseminates pertinent health program information, summaries, and/or updates catered to various audiences such as OHE management, staff, advisory committee, CDPH executives, and program partners, including local agencies. Travels to oversee on-site reviews with

stakeholders, grantees, and subcontractors, and provides guidance as needed. Works closely with the OHE Communications Analyst to provide culturally competent program content to be published, disseminated, and updated regularly.

- 15% Represents the Gender Health Equity Section at work groups, meetings, and conferences and provides administrative and budgetary updates as needed. Researches, analyzes, consults, and prepares legislative testimony and briefing materials for external stakeholders. Composes memoranda, issue statements, and reports to communicate sensitive and critical program information to all levels of State Government, federal oversight agencies, county governments, and other interested parties to reducing health disparities experienced by LGBTQ+ Foster Youth. Coordinates efforts with appropriate offices including the Department’s Office of Legislation and Governmental Affairs, the Office of Legal Services, and the Office of Public Affairs.
- 10% Plans, prepares, coordinates, and participates in the procurement processes, including requests for proposals, requests for applications, and the development of technical assistance guidelines. Develops procurement documents, proposal reviews, and negotiation processes. Participates in scoring, negotiating, and approving of funded projects.

**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: JM  
 Date: 10/24

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