

DUTY STATEMENT

Employee Name:	Position Number: 580-011-8338-909
Classification: Health Program Specialist	Tenure/Time Base: Permanent / Full-time
Working Title: Grants Specialist	Work Location: Varies by region, to be determined upon hire
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity Branch Grants Management and Development 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

The Health Program Specialist (HPS I), Grants Specialist is responsible for managing and leading the more complex, highly sensitive, and difficult activities related to the development and implementation of health program and public health infrastructure grant projects. The Grants Specialist works collaboratively with multi-disciplinary teams including executives, external state and local partners, and consultants, and functions as a highly-skilled, technical health program and public health infrastructure experts in areas of extreme sensitivity and with the responsibility to coordinate the development of health program grants, policy, and complex programs impacting multiple internal and external governmental and local partners. The Grants Specialist will lead collaborative efforts with operational, administrative, program, and research staff on programmatic inquires. The incumbent is responsible for assisting with the coordination of programmatic grant deliverables including annual progress reports, templates, timelines, and meetings with funders. Maintain a working knowledge of grant budgets.

This position supports the California Department of Public Health (CDPH) Mission and Strategic Plan to advance the health and well-being of California's diverse people and communities by

demonstrating responsible financial stewardship while also maintaining a proactive culture of continuous improvement and promoting health equity through the work of the OPP, Grants Management and Development Section.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Under the direction of the Staff Services Manager II, Grants Management and Development Section Chief, the Grants Specialist will work independently, within a team, and collaborate to ensure that OPP grants comply with established grant policies, procedures, and reporting requirements and will ensure that OPP is resourcing and managing existing and future funding as efficiently as possible to improve the Department's ability to continuously improve program services.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In- and Out-of-State travel up to 5% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% **Progress Reporting and Tracking:** Leads and coordinates the completion of a variety of complex, sensitive, and critical programmatic drills, inquiries, grant reporting requirements, compliance, or special projects in a timely manner by developing and ensuring reports and spreadsheets are properly maintained. Develops, analyzes, and improves processes to ensure required and requested progress reports meet guidelines and reporting requirements established by funding agencies and partners. Develops and ensures appropriate monitoring of progress reports, continuation applications, proposals, work plans, budget expenditures, budget revisions, grant extensions, timelines, milestones, and project deliverables as required by the State, federal, and other funders. Interfaces with funders and program staff to align health program grant activity progress, work plan development, and fiscal plans. Aligns grants work plan and fiscal budgets allocations to ensure compliance in funding and makes recommendations regarding how to maximize our funding resources. Responds to requests made to the Grants Management and Development Section. Independently performs complex technical analysis of the establishment, maintenance, and reporting of health program and public health infrastructure grants, contracts, state operations funding, and other funding. Establishes policies and procedures, initiates process improvements, and ensures the effective use of data.
- 30% **Collaboration:** Collaborates with OPP administrative, health program, and research staff to coordinate responses to control agencies (e.g., budget office, State Auditor). Analyzes and forecasts funding sources and provides projections to management. Collaborates with CDPH accounting managers on year-end drills. Independently plans and performs follow-up actions. Collaborates with OPP staff to determine contract needs and ensures procurement and contract structures are an appropriate fit for

achieving OPP health program and public health infrastructure goals. Represents the OPP Grants Management and Development Section in various meetings and workgroups with internal and external partners. Performs special projects including grants process improvements and updating administrative manuals, training modules, and/or other procedural or administrative processes.

30% **Grant Administration:** Oversees the tracking, monitoring, reporting, compliance, technical assistance, and consultation to administer health program and public health infrastructure grants and other funding to local, state, federal, tribal, and nonprofit organizations for various public health initiatives. Develops grant applications, communicates requirements and timelines to management, collaborates on programmatic planning, and ensures the accurate and timely document submission through various grants application and management platforms. Leads the preparation and administration of grants, contracts and other agreements with recipients, and internal and external stakeholders. Collaborates with grant recipients and stakeholders to meet and report on grant deliverables and requirements. Reports program highlights, substantial milestones, and project goals to OPP leadership and staff. Provides excellent communication with contractors, program partners and OPP leadership regarding state and federal legal requirements and regulations, budget and accounting procedures, contract provisions, related to health program and public health infrastructure grant funding. Researches and analyzes federal and state regulations; conducts and/or reviews analytical reports and data; coordinates the development of procedures, grant program alternatives, and policy with broad- and long-range impact; makes recommendations to leadership; reviews, analyzes and advises management on the impact or potential impact as it relates to grants development, management, and administration.

Marginal Functions (including percentage of time)

5% Travel to Sacramento or other CDPH offices, trainings, meetings, or events may be required. Other HPS I job-related duties as assigned.

Available Headquarters Locations

Counties	Headquarter Locations
Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles, Orange, Ventura
Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa, San Francisco, Santa Clara, Sonoma
Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	Fresno, Kern
Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Bernardino, San Diego

<p>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.</p>	<p>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.)</p>
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Supervisor's Name:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By:

LaJuana
Thompson

Date:

11/1/2024

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Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
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