

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-530-8336-008
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full Time
Working Title: Surveillance Program Specialist	Work Location: 850 Marina Bay Parkway, Richmond 94804
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program	Branch/Section/Unit: California Birth Defects Monitoring Program 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 reducing the emotional and financial burden of disability and death caused by genetic and congenital disorders by supporting the routine surveillance, reporting and investigation of birth defects in California.

The Health Program Specialist II (HPSII) will be responsible for the project management of a variety of evaluation projects of moderate scientific scope and complexity related to structural birth defects and surveillance processes. This position will perform a range of tasks, including identify program requirements, evaluate existing processes, and recommend improvements to the collection and processing of complex medical data for surveillance purposes.

The incumbent will work under the general direction of the Research Scientist Supervisor I (Epidemiology/Biostatistics) (Epi/Bio), California Birth Defects Birth Monitoring Program (CBDMP) Section Chief and will regularly work with cross-unit team members. The incumbent will be proficient in project management and have excellent assessment and problem-solving skills.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Project management/coordination of evaluation projects related to structural birth defects and surveillance processes. Incumbent works closely with data collection, data management and analytic leads in the design and execution of focused evaluation projects to assess the effectiveness and efficiency, including evaluation of current active data ascertainment processes. Conduct needs assessments with internal and external stakeholders to identify areas of improvement. Work with data analysts to evaluate data quality from external data sources to ensure data meets public health surveillance needs. Create evaluation summaries and reports.
- 25% Project manager for electronic case reporting (eCR) pilot project. Detail project scope, develop and lead pilot implementation plan in coordination with relevant team members. Participate on local and national eCR-related meetings, workgroups, and calls on behalf of CBDMP. Collaborate with the Division of Communicable Disease Control's California Reportable Disease Information Exchange (CalREDIE) program and other state programs currently involved in eCR pilot programs to share experiences and learn best practices.
- 20% Works closely with data collection supervisors in the development and/or refinement of data collection protocols and guidance documents. Explores relevant and useful monitoring tools and reports and coordinates development between data collection and data management staff. Develops new and provides continuous improvements to quality control processes.
- 10% Provides high-level organizational and documentation support. Gathers and organizes existing documentation on assigned problems and issues. Refines and organizes current Business Use Case Proposals (BUCPs) and Data Use Agreements (DUAs) and

explores additional data sharing opportunities. Prepares reports and/or summaries for internal or external stakeholders.

5% Serve as overall CBDMP internal team liaison. Establishes and maintains cooperative relationships with Health Information Managers, professional staff within CDPH and with partners in corresponding state programs.

Marginal Functions (including percentage of time)

5% Attend staff meetings and perform other work-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: Ana Guzman

Date: October 2023.