

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-510-8336-014</b>
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full Time
Working Title: Local Services Senior Program Specialist	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Services Branch

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 advancing the health and well-being of California's diverse people and communities. As an employee of the Local Services Branch, the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve the Women, Infants, and Children (WIC) Program participants.

The incumbent works under the general direction of the Chief, Local Services Branch, Staff Services Manager III (SSM III). The Health Program Specialist II (HPS II) functions in a consultant capacity and

is independently responsible for Continuous Improvement in leading, coordinating, collaborating, and project managing activities related to enhancing the health outcomes of participants in the WIC program. This position serves as a highly skilled, technical program consultant to multi-disciplinary teams focused on the implementation of strategies and systems to support the program goals of WIC. In addition, this position ensures compliance with federally mandated activities in the WIC Division. Statewide travel up to 10% of the time, with possible overnight stay(s).

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 10% of the time, may include overnight stay(s)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Serves as a highly-skilled expert on the Continuous Improvement practices in the Local Services Branch (LSB) in ongoing projects related to improvements in processes, quality of products and services, results, goals, and impacts. Collaborates with LSB management to develop strategies and systems to support WIC program capacity. Oversees the development and capacity-building of CI across the branch. Acts as a project leader for the Branch, working across WIC Division branches, CDPH Centers, Office of Legal Services, and other programs/services to explore opportunities to implement initiatives that improve the WIC program such as delivery of breastfeeding services, local agency contracting processes, digital recordkeeping, and case management platforms.
- 35% Serves as the operational lead for LSB projects and is responsible for the development of policies, procedures, systems, and tools. Oversees scope development, monitoring, and reporting for contracts. Maintains a working knowledge of state and federal laws, rules and regulations affecting development, implementation, and monitoring of public health activities. Remains current on best practices in public health performance management and continuous quality improvements. These projects may include Cal AIM, Director's Office, and Center for Family Health activities; legislative requirements; and stakeholder special project requests.
- 25% Leads Continuous Improvement strategies to develop, implement, and evaluate statewide innovative pilot projects by guiding performance management detailed work plans, maintains project priorities, and monitors and reports on activities to ensure completion. Collaborates with the Participant, Analysis, Research and Evaluation Section to assure appropriate metrics are used in evaluating pilot projects. Consults with numerous internal and external partners, stakeholders, and contractors to ensure projects and activities are mutually reinforcing and are

aligned with stakeholder feedback from quarterly regional meeting, Division, and CDPH priorities.

**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: EH  
 Date: 6/21/23