

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8338-022
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Emergency Exercise Specialist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center For Preparedness and Response (CPR)//Division of Program & Response	Branch/Section/Unit: Planning, Recovery, & Evaluation Branch/Recovery & Evaluation Section/Exercises & Evaluation 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 leading various emergency management exercise efforts, including managing the CDPH Multiyear Integrated Preparedness Plan, providing training and technical assistance on exercise program development and exercise evaluation methods, and expertise related to the implementation of activities related to Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Programs (HPP).

Under the direction of the Exercise Unit Staff Services Manager I (SSM I), the Health Program

Specialist I (HPS I) performs complex, high-level planning and execution of public health emergency management exercises analysis of emergency preparedness in support of the department's Multiyear Integrated Preparedness Plan. The HPSI provides training and technical assistance on all aspects of the Homeland Security Exercise and Evaluation Program to CPR stakeholders. The HPS I also manage the After-Action Reporting and Improvement Plan process for CPR and CDPH exercises and real events, leading hot washes, providing training on AAR/IP development, managing the collation, finalization, and review process for all AAR/IPs, and working with other Center staff to project manage department-wide improvement plan projects. The HPS I collaborate with Federal, State, and local stakeholders involved in public health emergency management exercises in support of PHEP and HPP exercise deliverables. The incumbent must have knowledge of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), the State emergency response structure, and Federal, State, and local emergency preparedness and response plans, resources, and authorities and the Homeland Security Exercise and Evaluation Program. In addition to programmatic activity, the HPS I will also participate as needed in emergency activations by serving on an Incident Response Team (IRT) in a role in the CDPH Medical Health Coordination Center, the State Operations Center or other operations center as deemed necessary by the emergency. The incumbent may be required, on short notice, to work irregular and overtime hours during emergency operations in order to support the activation.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Independently leads diverse, multidisciplinary workgroups and committees in the development, coordination and implementation of exercises and drills within the California Department of Public Health (CDPH) to test emergency preparedness plans, procedures, and policies. Performs duties to monitor and evaluate exercise related activities and drills to provide feedback and identify lessons learned as part of the process to update State preparedness and response policies and procedures. Takes a lead role in coordination efforts for CDPH participation in exercises conducted by other agencies at the Federal, State, and local level including, but not limited to, conference calls, meetings, and trainings offered by or in coordination with partnered agencies. Assists in the development and delivery of training to facilitate exercises to enhance capabilities of departmental personnel working in the MHCC,

RCCC, and RSS-MC, State Operations Center (SOC). Provides technical assistance through planning and coordination related to post-exercise hot washes, After Action Reporting and evaluations processes supporting CDPH programs. Ensures that internal exercises are evaluated; reviews After Action Reports (AAR) and information gathered and provides feedback regarding the AAR's to appropriate participants; ensures lessons learned from evaluations are incorporated into the ongoing exercise plan, goals, and objectives. Monitors after action meetings with exercise participants and/or Incident Response Team (IRT) leads. Coordinates and ensures Public Health Emergency Preparedness and Hospital Preparedness Program exercise deliverables are met on an annual basis.

- 30% In coordination with other Center staff, leads and oversees the development and delivery of the Center for Preparedness and Response (CPR) Multi-Year Integrated Preparedness Plan (MYIPP). Ensures that the CPR MYIPP goals and objectives, such as testing specific plans, policies, and procedures, are met in a timely manner and grant required objectives are met. Solicits and gathers complex information for inclusion in the MYIPP from internal and external stakeholders and ensures updates are completed on an annual basis. Participates in meetings and workgroups such as the Local Capabilities Work Group to coordinate state involvement in local efforts and assess local needs for technical assistance and training. Ensures any relevant feedback is incorporated into the MYIPP as well as other plans, policies, and procedures. Manage the Statewide Medical Health Exercise Workgroup and charter, ensuring inclusive stakeholder engagement while achieving the goals of the workgroup and ensuring grant deliverables are completed. The HPS I will provide continual assessment of exercise related needs of stakeholders and as appropriate update workgroup charter to address identified needs in coordination with CPR management. Provides regular reporting of exercise and SWMHE activities and essential elements of information relating to grant-required exercises as requested to CPR management and grant administrators.
- 20% Initiates, oversees, and leads multiple projects in an organized manner. Projects may include planning, training, tracking, reporting, outreach, and/or exercise development. Defines project scope and approach. Sets objectives, deliverables, and steps to meet deliverables, and defines the project schedule. Develops reasonable timelines with team members and ensures that projects are completed in a timely manner. Updates management on the status of projects, including any barriers/risks to completing the project on time and any critical items that must be completed before proceeding with the project(s). Monitors progress determines the impact of any delays and communicates and/or escalates any issues to management immediately.
- 15% Travels to attend meetings and participates in workgroups on behalf of the CPR as relating to public health emergency and response issues. Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills. Attends/participates in workshops, conferences, and local site visits.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

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: T. Moya
 Date: 12/19/24