

**DUTY STATEMENT**

Employee Name:	Position Number: <b>581-330-8336-017</b>
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Cardiovascular Health Lead	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Control Branch / Program and Policy 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting chronic disease evidence-based intervention programs that promote healthy behaviors, healthy communities, and improve the prevention, diagnosis, and management of chronic disease. This position is eligible for telework in accordance with CDPH telework guidelines.

The Health Program Specialist II (HPS II) serves as the Cardiovascular Health Lead, providing leadership, organization, planning, coordination, and programmatic and contractual oversight to the cardiovascular health team. Leads policy change around cardiovascular disease and other chronic diseases, works collaboratively with a multi-disciplinary team to ensure progress and meaningful

impact of programmatic strategies, and implements, refines, and evaluates various program components. Oversees the refinement and adaptation of evidence-based practices and evaluation tools, monitors program activities and deliverables, and collaborates with key state and local community agencies.

The incumbent works under the direction Health Program Manager II, manager of the Program and Policy Section within the Chronic Disease Control Branch (CDCB).

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% In-state and Out-of-state, as required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 25% Leads and guides programmatic and contractual operations of an interdisciplinary team and maintains a well-developed and functioning cardiovascular disease prevention and management infrastructure within CDCB. Serves as a cardiovascular health team lead providing leadership, organization, planning, coordination, and programmatic and contractual oversight to improve cardiovascular disease management and prevention at state, regional, and local levels. Identifies, plans, and implements cardiovascular disease prevention and management strategies (such as promoting team-based care, the optimization of health information technology, and community-clinical linkages) to create healthy communities and optimal health systems linked with community prevention. Addresses health equity, social drivers of health, social needs, and the reduction of health disparities among at-risk communities to enhance prevention sustainability. Provides highly skilled technical assistance and expert consultation to internal staff, community-based organizations and agencies, and national partners in the areas of program design, implementation, and evaluation related to cardiovascular disease prevention and management as priorities are established. Collaborates with internal epidemiologists and evaluation specialists to implement program evaluation and develop strategic plans to improve program outcomes.
- 20% Fosters and facilitates cooperative partnerships with state programs and departments, external partner groups, and funders for systems change and policy development to address chronic disease and promote prevention. Oversees program communications, such as e-Newsletters, presentations, meetings with partners and contractors, and website and social media contributions. Manages the statewide partner group Healthy Hearts California, including planning and facilitating meetings and updating the action plan. In collaboration with staff and upon request, leads and coordinates funder calls with primary program funders, such as the Centers for Disease Control and Prevention (CDC), program meetings, and contractor meetings as well as meetings and conferences with partners such as the CDC, local health departments, and community-based organizations.

- 20% Develops and submits funder-required new and continuing grant applications, deliverables, progress reports, annual work plans, and annual financial information to maintain or augment funding. Oversees tracking of programmatic outcomes and presents on program progress and impact at funder meetings as well as for partners, contractors, and internal staff. Completes timely bill analyses and legislative proposals related to cardiovascular disease and other chronic diseases as assigned. Writes policy papers, legislative testimony, and program guidelines, and performs critical and complex analyses of national and state legislation related to cardiovascular health to be presented to entities such as Department, Center, and Branch leadership, dependent upon program need.
- 20% Collaborates with internal contract and budget team to manage contracts and various agreements, including negotiating scopes of work, finalizing contracts and budgets, and providing training and highly skilled technical assistance to funded clinics and agencies.
- 10% Maintains professional competence by continually reviewing scientific and medical literature in the subject areas of policy and chronic disease prevention, treatment, management, and risk factors. Regularly attends professional conferences and symposia. Serves on workgroups, taskforces, and state and national organizations that address diabetes prevention and management, as requested. Travel may be required to attend in-state and out-of-state conferences, chronic disease prevention conferences and trainings, and to monitor partner efforts and subcontractor deliverables.

**Marginal Functions (including percentage of time)**

- 5% Represents the Section Chief as requested. Performs other work-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: JJ  
 Date: 12/23/24