

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-time
Working Title: Tribal Climate Change Program and Policy Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Climate Change and Health Equity Branch / Climate Change and Health Equity Section / Climate Change Local Assistance 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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the direction of the Manager of the Climate Change Local Assistance Unit (CCLAU) in the Office of Health Equity (OHE), the Health Program Specialist I (HPS I) is part of the Climate Change and Health Equity Branch (CCHEB). The HPS I supports California Tribes, Tribal-serving organizations, and urban and rural Indian Health Services organizations, programs,

and providers (Tribes) to prepare for and prevent the health impacts of climate change, improve social determinants of health, and meet existing health program objectives through engagement with climate change policy and planning.

The HPS I provides technical assistance to Tribes in California to increase incorporation of climate change considerations into their health and environmental programs, plans, policies, and communications. The HPS I is a highly skilled consultant expected to provide coordination of activities including program planning, implementation and evaluation; communications; stakeholder engagement; interpretation of research and data; training; and contract and budget management. Observes statutory requirements and protocols for Tribal consultation.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

50% Organizes, plans, and executes all aspects of technical assistance with Tribes to advance climate action and health equity, and improve living conditions to improve social determinants of health. Develops and supports Tribes in order to facilitate primary prevention of chronic diseases through policies, systems, and environmental changes that enhance climate resilience and reduce greenhouse gas emissions. In consultation with Tribal partners, determines which Tribes to prioritize for technical assistance. Develops tools and templates for climate change assessments and planning. Provides technical assistance to Tribes to conduct environmental scans of climate change planning activities, possible partners, gaps, and opportunities, and to utilize data tools and local knowledge to assess vulnerability to the health impacts of climate change and plan solutions. Provides technical assistance for implementation and evaluation on climate change and health equity. Advances racial equity, climate and economic justice, diversity, and inclusion in approach, processes, policies, and deliverables.

15% Leads stakeholder engagement and consultation related to CCHEB and Tribes. Coordinates program planning with the Federal and California Area Indian Health Service, state, regional and local planning groups, local health departments, and other Tribal health stakeholders. Communicates with Tribes to invite collaboration. Facilitates convening and training activities to advance integration of climate change and equity into Tribal chronic disease prevention and other health programs, policies, communications, community health assessments and plans. Holds regular meetings among Tribes to collaborate and share strategies. Solicits input from California Tribes, internal CDPH program partners, and other public health stakeholders and partners on program strategies. Represents CCHEB to Tribes, local, regional, state, federal, nonprofit, community, health sector, and other stakeholders. Observes statutory requirements and protocols for Tribal consultation, and coordinates with other relevant Tribal Liaison or Tribal Coordinator positions.

10% Oversees climate-related communications with Tribes in coordination with CCHEB, OHE, and other CDPH programs. Monitors relevant literature and develops communications materials to assist Tribes in meeting their climate and health objectives. Responds to media inquiries assigned by the Office of Public Affairs. Contributes to relevant newsletters, like CCHEB and OHE. Assures that communications products are compliant with the Americans with Disabilities Act.

10% Assures that deliverables related to the Prevention and Public Health Services Block Grant are met, including time studies, progress reports, and success stories in collaboration with other CCHEB staff. Coordinates and monitors contracts related to Tribal work. Responds to immediate needs of the office as assigned, known as “drills.”

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

- 5% Participates in CCHEB strategic planning, program planning, and evaluation with CCHEB staff.
- 5% Liaises with other State agencies such as the Governor’s Office of Planning and Research and the California Office of Emergency Services, and Federal agencies such as the Federal Emergency Management Agency and the Indian Health Service, to coordinate program planning, increase awareness of opportunities for collaboration, and maximize opportunities for Tribes to apply for and receive appropriate climate and health funding.
- 5% Other job-related duties as requested.

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: JM

Date: 12/24