

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Climate Change and Heat Lead	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 & Health Equity Branch / Climate Change & Health Equity 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 promoting equitable environmental, social, and economic conditions to achieve optimal health, mental health, and well-being through climate change-related activities.

The Health Program Specialist II (HPS II) works under the Health Program Manager II, Manager of the Climate Change and Health Equity Section of the Climate Change and Health Equity Branch, within the Office of Health Equity. The HPS II collaborates with other State agencies implementing AB 2238 to develop public health communications, messaging, guidance, and recommendations; liaise with local health departments and public health partners; and advise State agency partners on

communications and outreach regarding development and deployment of an extreme heat ranking and health-based warning system. The HPS II is a highly skilled technical program 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.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Provides subject matter expertise regarding public health and extreme heat communications campaigns, including providing technical assistance and messaging in developing heat warning communications. Ensures communications and outreach efforts incorporate promising and best practices for cultural competence, language access, and reaching historically difficult-to-reach populations. Advances racial equity, climate and economic justice, diversity, and inclusion in approach, activities, processes, and deliverables.
- 25% Coordinates the public health and health aspects of developing local and statewide guidance and recommendations for protecting communities from extreme heat events, as well as serves as the primary liaison with local health departments.
- 25% Provides consultation to the Governor's Office of Land Use and Climate Innovation's Integrated Climate Adaptation and Resiliency Program (ICARP) in the development of a public communication plan for the statewide extreme heat ranking system with a focus on strategies that tailor communications to populations that are most at risk of public health and emergency impacts from extreme heat events. Provides consultation to the ICARP on recommendations regarding partnerships with local health departments and local and tribal governments, and on the development of statewide guidance for local and tribal governments in the preparation and planning for extreme heat events. Provides consultation to the ICARP on developing recommendations to local governments on specific and locally relevant heat adaptation, preparedness, and resilience measures that could be linked to the statewide extreme heat ranking system and identify how the statewide extreme heat ranking system aligns with additional extreme heat adaptation policies.
- 10% Provides technical assistance and support on projects related to heat-related illness to other staff in the Office of Health Equity.

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% Performs other job-related duties as required. Occasional travel may be required for in-person meetings (up to 5%).

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: 1224