

**DUTY STATEMENT**

Employee Name:	Position Number: 580-230-8338-024
Classification: Health Program Specialist I (HPS I)	Tenure/Time Base: Permanent/Full Time
Working Title: Medical Countermeasure Program Specialist	Work Location: 1615 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Program and Response Branch Emergency Pharmaceutical and Warehouse 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 planning and implementing multiple operational aspects of the California's Medical Countermeasure program statewide. The HPS I position serves as a highly skilled technical program consultant, providing guidance, training, and technical expertise; facilitates and manages the processes for the receipt of large quantities of emergency medical supplies and pharmaceuticals procured from the state and received from the federal government in response to a disaster.

The HPS I works under the general direction of the Program Manager II (PM II) in the Emergency

Pharmaceutical and Warehouse Section (EPaWS). The incumbent serves as a subject matter expert (SME) on the Medical Countermeasures (MCM) Program (MCM) Due to the national and State attention focused on emergency preparedness and prevention, this is a highly visible and politically sensitive program. The incumbent acts as the project lead and is responsible for planning and implementing multiple operational aspects of California's Medical Countermeasure program statewide. The HPS I facilitates and manages the processes for the receipt of large quantities of emergency medical supplies and pharmaceuticals procured from the state and received from the federal government in response to a disaster. Supports the development and implementation of complex policies and procedures for pharmaceutical and medical supply management.

Up to 15% travel is required to attend meetings and conduct warehouse and inventory coordination and distribution on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues. 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 50 lbs.

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**Special Requirements**

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- 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:

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

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35% Supports the development, coordination, and implementation of complex policies and procedures related to incoming and outgoing of Medical Countermeasures (MCM) to and from local operation areas and alternate partners. Coordinates with local receiving, storing, and staging (RSS) sites to identify, analyze, and develop, and recommend solutions for identified gaps in emergency transportation and delivery plans, policies, and procedures. Provides guidance and advice in the development of accurate and comprehensive analyses related to MCM and emergency preparedness issues to ensure the program's goals are aligned with the department's mission. Works with subject matter experts (SME) creating content for performance metrics, reports, educational materials, and other communications related to the management and receipt of large quantities of emergency medical supplies and pharmaceuticals.

25% Supports the development and maintenance of RSS warehouse operating procedures and organizational structure to incorporate the principles of the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) into written policies, plans and procedures, responses, and exercises. Refines procedures and organizational position statements including overseeing the development of just-in-time training material for RSS center staff positions. Coordinates the development and updating of training curriculum for RSS center leadership positions. Coordinates and supports the development of procedures for RSS operational support of the medical countermeasure functions within the Medical Health Coordination Center (MHCC).

15% Travels to attend State and local RSS/warehouse site visits, conduct warehouse and inventory coordination and distribution, attend Federal and State training programs, in-services, workshops, conferences, and continuing education courses necessary to maintain program knowledge and skills of MCM receipt, storage and distribution practices, policies and procedures.

10% Establishes and maintains relationships with key stakeholder groups within local communities to effectively respond to large public health emergencies needing life-saving medicines and medical supplies. Supports the development and implementation of State operational policies, plans, and procedures for receiving, storing and distributing MCM to strengthen surge management in coordination with various State and federal emergency response partners (e.g., California Highway Patrol and Administration of Strategic Preparedness and Response ASPR). Collaborates with SMEs, state, and Federal partners to distribute, dispense, and administer MCM's to reduce morbidity and mortality and to implement appropriate non pharmaceutical and responder safety and health measures during response to a public health incident.

10% Ensures alignment and coordination with appropriate CPR programs regarding incorporation of MCM into preparedness and response activities. Coordinates with local health department representatives to identify planning and response gaps and develop mutually agreeable strategies for correcting plans or operational deficiencies to ensure seamless emergency response activities between the State and the local jurisdictions as it relates to receiving and distributing medical countermeasures. Provides technical guidance on state and federal legal requirements and regulations related to the distribution and use of MCM's.

**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 to support RSS Activation or 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: January 23, 2025