

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-012-8336-005
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Regional Program Coordinator	Work Location: Various statewide locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Director's Office	Branch/Section/Unit: Regional Public Health Office/Regional Program Coordination 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 enhancing preparedness and response for emerging public health threats through provision of leadership, guidance, and advancing coordination and collaboration across a variety of complex program areas including policy, equity, public health practice, communications, access to clinical expertise, epidemiology, and pursuit of funding opportunities.

The Health Program Specialist II (HPS II) is responsible for convening the local health jurisdictions (LHJs) in the region to discuss policy issues at the local and state levels, develop statewide metrics, share best practices and challenges for use of state General Funds, and define projects for the region

including data analysis. The HPS II will respond to often urgent, time-sensitive inquiries, and develop policy guidelines and recommendations. The HPS II facilitates coordination and development of strategies to leverage legislation, regulations, and partnerships to promote, including by addressing social and structural determinants of health. The HPS II works with public information officers, scientists, and the local support section to support and work in partnership with local health jurisdictions and local public health regions. The HPS II team members are each directly assigned to designated Public Health Regions.

The HPS II works under the general direction of the Health Program Manager II (HPM II) of the Regional Program Coordination Section within the Regional Public Health Office (RPHO).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20% travel is required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Serves as the staff directly assigned to designated Public Health Region(s). Independently serves as the expert advisor and technical consultant to the RPHO and LHJs in the interpretation and understanding of state guidance, policies and other State public health emergencies and related initiatives. Provides coordination between other departmental programs on legislation, policy analysis, regulations, and special projects. Assists in the research of policy landscapes, including other states, and identifies opportunities for policy interventions to prepare for, prevent, and respond to public health emergencies. Works to rapidly identify and collect information and feedback on state and local strategies, programs, policies, and perspectives to inform state direction. Identifies best practices and lessons learned in systematic coordination between state and local leadership across other programmatic priorities.
- 25% Compiles data and information on a consistent bases for dissemination. Gathers information to set statewide policy including a public health policy agenda for the state. Responds to requests from CDPH leadership for qualitative and contextual information regarding state General Fund dollars and develops metrics, goals, and other standards for investing these funds. Conducts analysis of other regional public health needs such as regionalization of training, workforce capacity, other emerging issues. Uses available information systems to access county, region, and state-wide data and information in real time. Creates processes and efficiencies in sharing relevant public health information to support data driven decisions and empower effective targeted community engagement.
- 20% Travels to conduct local site visits, attends meetings and participates in workgroups on behalf of the RPHO; and attends Federal and State training programs, in-services, continuing education courses, workshops, and conferences necessary to maintain program knowledge and skills.

15% Independently provides complex consultation and communicates the interactions between stakeholders and the team verbally and in writing. Provides expertise to the smaller or resource poor health departments and supports coordination with RPHO functional teams in the areas of communications and epidemiology/data analytics. Mitigates county-level concerns and uses sound judgement to elevate high-level, priority and impactful concerns to the HPM II. Uses Microsoft Teams to communicate, store files, save county call notes, work on documents collaboratively and maintain resources such as FAQs, call guides, and contacts. Contributes content to grant reporting and information to daily and weekly reports to CDPH leadership. Keeps data confidential until public announcement.

Marginal Functions (including percentage of time)

5% Represents the HPM II in meetings and communications. Keeps the HPM II updated on workload and any potential problems that may arise. 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: J.A.
Date: JAN 25