

**DUTY STATEMENT**

Employee Name:	Position Number: 580-465-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full Time
Working Title: Health Program Communication 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: Center for Infectious Diseases / Office of Infectious Disease Preparedness and Response	Branch/Section/Unit: Infectious Disease Monitoring & Early Detection Branch / Syndromic Surveillance 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 Syndromic Surveillance Health Program Communication and Policy Specialist position within the Center for Infectious Diseases (CID), Office of Infectious Disease Preparedness and Response (OIDPR), supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the implementation, utilization, maintenance, and operation of the California statewide syndromic surveillance program (CalSyS). This program facilitates timely and broad monitoring of population health, ultimately leading to more rapid and targeted disease control and prevention strategies as well as increased situational awareness for public health response.

The Health Program Specialist II (HPS II) under the direction of the Research Scientist Supervisor II, Chief of the Syndromic Surveillance Section, will provide highly skilled communication, policy strategy, and program implementation for syndromic surveillance. The HPS II develops and disseminates communications to CDPH programs, local health jurisdictions (LHJs), and other internal and external stakeholders, elevating awareness of CDPH and CalSyS strategic plan initiatives, policies, and accomplishments. The HPS II will facilitate the preparation, coordination, and evaluation of CalSyS communications plan and ensure policies, procedures, and workflows are comprehensive, accurate, efficient, and consistent with health program policies. The HPS II will demonstrate established expertise in developing and implementing a comprehensive interdepartmental and local engagement program to support integrated population health planning and collective action; analyze proposed legislation, regulations, and health program standards; provide consultation and technical assistance to local agencies; and serve on task forces and committees as a program representative.

In the case of a public health emergency, this position may be asked to redirect to serve rotations in emergency staffing roles aligned with their classification level.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% may be required
- 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% Independently establishes a core communication plan, creates outbound messaging, and responds to inbound requests to support LHJs and CDPH partners. Promotes collaboration across departments on syndromic surveillance initiatives. Establishes and maintains monitoring strategies and performance measures to ensure that syndromic surveillance communication objectives are achieved. Coordinates with other CDPH Centers in partnering with local health jurisdictions (LHJs) to discuss and document various data sources to assist LHJs in performing LHJ population surveillance responsibilities. Coordinates information gathering, policy development, and proposals for implementation. Works on the development of campaigns, participant materials, web content, and email communications. Develops an internal CDPH CalSyS newsletter and supports external communications including the development and maintenance of CalSyS webpages on both the CDPH public-facing website and CDPH internal internet. Develops reports, correspondence, management briefs and summaries, presentations, and talking points for various audiences. Supports the development of processes and procedures for the provision of data analytics services to programs using syndromic data within CDPH with a focus on health equity, emergency response, disease prevention, and other emerging Departmental goals as needed. Occasional travel to local health jurisdictions, or to attend state or regional meetings.

- 30% Serves as a highly skilled, program policy subject matter expert for the Syndromic Surveillance Section. Manages, reviews, and develops syndromic surveillance resources to ensure policies, procedures, and workflows are comprehensive, accurate, and efficient. Develops critical and sensitive health policy and process proposals to improve the effectiveness of public health interventions. Responsible for researching and making recommendations for appropriate syndromic surveillance policy and program changes that need support through the regulatory process.
- 25% Serves as an OIDPR liaison to CDPH’s Office of Legal Services (OLS), Office of Legislative and Governmental Affairs, Office of Regulations, CDPH Privacy Office, and CDPH Information Security Office. Attends executive-level meetings, as needed, to provide consultation on state/federal policy and legislative and regulatory matters. Establishes, drafts, and maintains data sharing arrangements with internal partners, other State departments, and LHDs. Leads California State Trailer Bill Language (TBL) and regulation processes including reviewing, preparing, updating, and submitting proposed TBLs, regulations, and bill analyses, including evaluating a bill’s economic and fiscal impacts. Oversees and tracks reporting of information security incidents and breaches working with the SyS Section, the OIDPR Business Operations and Support Section (BOSS), and CDPH’s Privacy Office and Information Security Office to ensure compliance with HIPAA and departmental statutes and policies.
- 5% Participates in infectious disease emergency preparedness and response activities. Completes trainings in emergency preparedness and the incident command system (ICS). During an infectious disease emergency activation, may activate to emergency response roles applicable to the position’s classification level and skill set.

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

**Regions**

<b>Region</b>	<b>Counties</b>	<b>Available Headquarter Locations</b>
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	Contra Costa – 850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1616 Capitol Ave Sacramento, CA 95814
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Diego – 7575 Metropolitan Drive San Diego, CA 92108

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

- 5% Completes trainings, participates in professional development activities, and performs other duties as required/assigned.

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: Skip Thomas

Date: 1/24/25