

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-8338-005
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Half-Time
Working Title: Regulations Health Program Specialist	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health/Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch/Registration, Regulations and Quality Assurance 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 developing, reviewing, and analyzing politically sensitive regulation packages for conformity with CDPH policies and the California Administrative Procedures Act (APA) requirements for adopting, amending, and repealing regulations. The Health Program Specialist I (HPS I) assesses the impact of proposed regulations and advises supervisor and management on strategy for developing and promulgating regulations of statewide significance. The HPS I assists the supervisor and the program staff within the Radiologic Health Branch (RHB) in understanding what are appropriate regulatory roles, rights, responsibilities and enforcement options; assists in the implementation phase of the law or

regulation; and also assists in the development of presentations for conventions and meetings regarding the California lawmaking and regulatory processes as they relate to the RHB.

The incumbent works under the general direction of the Supervising Health Physicist (“supervisor”) of the Registration, Regulations and Quality Assurance Section.

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)

- 40% Develops, reviews, and analyzes difficult, technically complex, and politically sensitive regulation packages for conformity with CDPH policies and the APA requirements for adopting, amending, and repealing regulations. Identifies language and program elements of the proposed regulation package, which may not comply with the APA standards of clarity, necessity, authority, reference, duplication of any other federal or state statute, or regulation, and consistency with all other applicable laws. Assesses the impact of proposed regulations by applying specialized knowledge and expertise, such as the interface with a variety of public health programs. Provides timely, clear, and diplomatic communications to RHB management for implementation by RHB staff to achieve needed changes. Drafts and recommends alternate language and/or regulatory approaches to RHB managers and staff and explains reasons for suggestions.
- 30% Serves as a highly skilled, technical program consultant for RHB by providing advice and guidance to supervisor and RHB management on strategy for developing and promulgating regulations of statewide significance. Provides in-depth assistance and consultation to RHB staff impacted by regulation packages. Provides specialized guidance and assistance in translating statutory requirements into regulatory concepts, and then into the language and format of formal regulations. Assists RHB management and staff in understanding what are appropriate regulatory roles, rights, responsibilities, and enforcement options. Assists in the implementation phase of the law or regulation. Consults with internal and external customers regarding processes necessary for successful implementation of the law or regulation and the enforcement implications. Assists in the development of presentations for conventions and meetings regarding the California lawmaking and regulatory processes as they relate to RHB.
- 20% Develops legislative and regulatory packages and recommends and drafts proposals that meet legislative and regulatory requirements. Consults with internal and external customers regarding their roles in the effective implementation of their proposal/package.
- 5% Works with federal, state, and local health agencies and technical, industrial, and medical staff to determine compatibility of existing laws and regulations with these entities. Establishes and maintains a comprehensive reference library of applicable federal, state, and local laws and

regulations.

Marginal Functions (including percentage of time)

- 5% Participates in staff training and staff meetings. Prepares reports and other analytical staff work and administrative assignments to include bill analysis and budget change proposals. 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: DN

Date: 01/2025