

DUTY STATEMENT

Employee Name:	Position Number: 580-011-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Health Policy Lead	Work Location: Varies by region, to be determined upon hire
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch Community Health Investment 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.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

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 Resources' Job Descriptions webpage](#).

Job Summary

The Health Program Specialist II (HPS II) serves as the Health Policy Lead to coordinate strategic planning, assess community health needs, inform policy, and prepare reports in the Office of Policy and Planning (OPP) Community Health Investment Section (CHI-S). The Health Policy Lead plans, develops, implements, and monitors pilot program implementation, evaluation, and deliverable completion for community health investment and population health management in California.

This position supports the California Department of Public Health (CDPH) mission and strategic plan by advancing population health management and the health and well-being of California's diverse

people and communities by promoting health and wellness, enhancing services through agile operations, and optimizing use of data and technology, and promoting health equity through the work of the OPP CHI-S.

Under the direction of the Health Program Manager II, CHI-S Chief, the Health Policy Lead will work independently, within a team, and collaborate to ensure that OPP achieves population health management and community health improvement and investment objectives and goals as defined in the State Health Improvement Plan by collaborating across state and local public health and health systems to align priorities, metrics and strategies involving the implementation of needs assessment, public health program design, financing models, return on investment analysis and monitoring of outcomes. Informed by communities and community empowerment objectives, selected community health interventions and investments will be targeted, emphasizing life course approaches, health equity, and upstream prevention.

Available Headquarters Locations

Counties	Headquarter Locations
Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles, Orange, Ventura
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, San Francisco, Santa Clara, Sonoma
Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	Fresno, Kern
Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Bernardino, San Diego

Special Requirements

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

Essential Functions (including percentage of time)

25% Serves as the lead on planning, developing, implementing, monitoring, and evaluating program component strategies for population health management and community health investment at state, regional, and local levels. Works and collaborates with internal and external prevention or risk-factor program staff on activities such as alignment with community and state health needs assessments, community and state health improvement plans, strategic planning for community health improvement and investment, and population health management. Works with the California Department of Health Care Services,

California Conference of Local Health Officers, Health Executives Association of California, health systems, health plans, community clinics, Federally Qualified Health Centers, health care extenders, and/or providers to assess current services provided, including evaluating the effectiveness of evidence-based interventions and prevention strategies to address disease, comorbidities, and related risk factors that impact population health. Collaborates closely with partners and contractors to serve as the state lead on adoption of population health management and community health improvement and investment priorities.

- 20% Participates in appropriate committees, work groups, and coalitions. Leads statewide stakeholder advisory groups and/or work groups for strategic planning, such as those proposed as part of a Future of Public Health Strategic Population Health Financing and Investment Plan and Report. Provides leadership, coordination, and oversight for the strategic planning Contractor, planning and facilitating meetings, and updating related reports, membership lists, and action plans. Works with partners to identify, plan, and implement policy change strategies using team-based care models as well as medical provider and community awareness, access, health insurance coverage, and reimbursement of prevention and public health referrals and strategies to create healthy communities and optimal health systems linked with community prevention. Increases accessible and usable health information and enhances prevention sustainability and capacity at the state, regional and local levels.
- 20% Coordinates legislative inquiry responses and bill analyses for the OPP CHI-S. Completes timely bill analysis and legislative proposals related to community health investment and population health management, and under guidance from supervisor assigns bill analyses to CHI-S team members as appropriate. Writes reports, policy papers, legislative testimony, and program guidelines; responds to drill requests; and performs critical and complex analyses of national and state legislation related to community health investment and population health management.
- 20% Directs the strategic planning, development, and writing of successful and timely program progress reports, grant applications, and continuing applications. Works with CHI-S staff to conduct, plan, and develop a summary analysis of performance measures for program objectives. Assesses barriers impacting progress and recommends solutions to counter barriers. Develops and manages contracts, funding proposals, and various agreements, including writing scopes of work and budgets for contracts and contract amendments; negotiating contracts; implementing contract budget changes; monitoring timely completion and submission of contractor deliverables; and providing training and technical assistance to contractors. Ensures American Disability Act (ADA) compliance of documents that are uploaded to the CDPH website. Develops and delivers training materials to achieve program objectives. Coordinates communications activities with the CDPH Office of Communications to ensure that the public, stakeholders and partners are aware of opportunities to inform program activities and priorities.
- 10% Maintains professional competency by continual review of public health, community health prevention, population health management, health financing, public health informatics, and

prevention literature. Travel required to attend in- and out-of-state conferences and other public health and medical conferences and trainings.

Marginal Functions (including percentage of time)

5% Travel to Sacramento or other CDPH offices, trainings, meetings, or events may be required. Other HPS II job-related duties as assigned.

<input type="checkbox"/> 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.		<input type="checkbox"/> 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:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: LaJuana Thompson

Date: 7/29/2024