

DUTY STATEMENT

Employee Name:	Position Number: 580-352-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Provider Outreach and Direct Services Specialist	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch Care Management Section Direct Services and Outreach to Healthcare Providers

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 working to protect California children from lead poisoning and the adverse effects from exposure to lead. The Health Program Specialist I (HPS I) provides program consultation and technical assistance associated with the functions of the Care Management Section (CMS) – Direct Services and Outreach to Healthcare Providers, such as provider outreach and direct services case management.

The HPS I is expected to reason logically and creatively, to analyze and explain data, to develop and analyze effectiveness of outreach strategies and materials, and use a variety of analytical techniques, as part of the process to ensure effective outreach to healthcare providers statewide, increase

screening of California children at risk of lead exposure, and help ensure lead exposed children receive necessary services.

The incumbent works under the supervision of the Public Health Medical Officer III (PHMO III), Chief, Care Management Section, Direct Services and Outreach to Healthcare Providers, Childhood Lead Poisoning Prevention Branch, (CLPPB).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Occasional (less than 10%)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 20% Provides skilled expertise in analyzing data on physician lead testing practices to develop provider outreach strategies based on evaluation results. Develops, analyzes, and evaluates current and new strategies for provider outreach, and researches and implements new website/media/technology/social media options to inform medical providers of current recommendations for assessment and lead testing of at-risk children, and follow-up of lead exposed children. Assists public health medical officers and other care management staff with healthcare provider outreach.
- 20% Increases provider knowledge about lead poisoning, lead poisoning prevention and management, regulatory requirements, and guidelines, by participating in the design of educational materials for physicians, other health care providers, and their patients. Coordinates statewide and non-contract jurisdiction distribution of materials and information. Participates in the design of surveys to evaluate the level of knowledge of medical providers and medical office staff. Develops, tests, and provides materials to providers and medical office staff to better persuade health providers of the need for lead screening and testing, and materials to be utilized with their patients.
- 20% Evaluates effectiveness of healthcare provider outreach materials and outreach efforts by evaluation of changes in surveys of physician attitudes and data on physician ordering of blood lead tests. Provides recommendations regarding provider outreach strategies, testing, and analysis of outreach implementation. Provides strategies and recommendations to improve awareness of regulatory requirements. May assist in legislative analyses.
- 20% Supports direct case management services in local California health jurisdictions without a contracted childhood lead poisoning prevention program. Healthcare Provider office communications, family communications, documentation, tracking, reporting, and analysis, utilizing databases, tracking, and reporting systems.
- 15% Represents the Branch at regional meetings and other meetings and conferences involved in childhood environmental health concerns. Provides timely information to healthcare providers on usual and unusual sources of lead, lead awareness, and risk factors that are relevant to their practice. Gives input to other agencies on design of educational materials on childhood lead poisoning prevention for physicians when requested. Works with other staff (such as

dietitians, medical assistants, and community health care workers) involved in patient care to develop outreach strategies for childhood lead poisoning prevention.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required to support the goals and mission of the Branch

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: HD

Date: 08/2024