

DUTY STATEMENT

Employee Name:	Position Number: 580-501-4801-909
Classification: Staff Services Manager II (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Healthy Birth Outcomes Specialist	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health	Branch/Section/Unit:

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 action plan by the following:

Demonstrates a commitment to continuous learning opportunities to understand and utilize equitable, multi-level health promotion interventions to drive health equity for Black birthing people and their families. Understands complex and intersecting historical and contemporary issues related to healthy Black birth outcomes, including structural racism, discriminatory policies, and a lack of access to high quality, respectful care, and continues to strengthen their knowledge and skillset of strategies that effectively counter them.

The incumbent works under the administrative direction of the Deputy Director of the Center for Family Health (CFH).

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Serve as the Health Birth Outcomes Specialist spearheading the collaborative implementation of the Center for Family Health (CFH) action plan to drive health and birth equity for Black birthing people, infants, and families in California, focusing on advancing health and birth equity for Black birthing individuals, infants, and families throughout California. Establish and cultivate productive relationships to foster collective impact work through policy, system, and environmental (PSE) change strategies. Actively engage with prospective and current partners, employing active listening, humility, and inclusive leadership to gain insight into their goals and priorities to co-create solutions that support the three CFH divisions: Maternal, Child and Adolescent Health (MCAH), Genetic Disease Screening Program (GDSP), and Women, Infant and Children Program (WIC), the Department and our partners in achieving shared goals. Develop and implement cross-division and cross-department strategies, establishing a performance metrics to track progress toward the goals of the action plan. Monitor critical project and program issues, supporting the activation of strategic activities, providing recommendations for improvements in partnership with state and local organizations and individuals with lived experience.
- 25% Enhance community outreach and partnership engagement to elevate program effectiveness by advising on policy and making policy recommendations and adapting program delivery methods. Collaborate closely with representatives from the Black community, including board members, to ensure that feedback gathered from meetings and workshops is integrated into all initiatives. Engage with existing advisory boards or other committees of representatives from the Black/African American community to foster ongoing input and feedback. Ensure that culturally responsive and community-informed frameworks are foundational to implementation of the action plan, as well as program design, evaluation, and improvement activities in CFH programs and initiatives. Lead and facilitate meetings with internal and external partners, coordinating workgroups and training sessions, including developing workplans, agendas, presentations, notes, procedures, and resources, identifying and consulting with subject matter experts when necessary. Maintain open lines of communication with partners, including local health departments, community-based organizations, universities, medical providers, other local and state agencies, as well as pregnant people and their families. Actively outreach and engage with state and local programs serving pregnant people and their families to build and maintain relationships, manage communication lists, and respond to public inquiries, concerns, and requests. Identify, and respond to external technical assistance requests and learning

opportunities, directing additional partners as needed. Identify opportunities to document and share best and promising practices for healthy Black birth outcomes strategies implemented in diverse communities across the state.

- 25% Serve as an internal consultant, providing professional and administrative guidance to CFH program/project staff in a lead capacity. Support cross-departmental coordination and collaboration to advance healthy Black birth outcomes goals and objectives, identifying current and potential PSE change strategies, as well as opportunities for growth across CDPH programs, legislation, regulations, policy, and procedures that impact pregnant people and their families. Participate in the development of educational materials on healthy Black outcomes for various audiences, ensuring staff who work with Black communities receive ongoing training and support to understanding the structural inequities that drive ongoing health disparities for pregnant people and their families. Prepare reports, briefings, and other communications tailored for diverse audiences, including policymakers.
- 10% Represent CFH at critical and highly sensitive meetings within the Department and with other federal, state, regional, and local agencies. Represent the Department on specific educational programs at conferences or other professional gatherings.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as requested.

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: JC
 Date: 2/7/25