

DUTY STATEMENT

Employee Name:	Position Number: 580-353-8338-004
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Outreach and Education Specialist	Work Location: 850 Marina Bay Parkway, Bldg.P, 3 rd Floor Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch Exposure Assessment Section Biomonitoring Outreach & Communications 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 strategic plan by communicating environmental health issues to biomonitoring participants, stakeholders, and others. This is an essential part of the CDPH goal to Strengthen Prevention and Control of Disease and Injury. The Health Program Specialist I (HPS I) is part of a multidisciplinary, interdepartmental team, and performs a variety of tasks related to health communication and education for the California Environmental Contaminant Biomonitoring Program (also known as "Biomonitoring California").

The incumbent works under the general direction of the Health Program Manager I, Supervisor of the Biomonitoring Outreach and Communications Unit. The HPS I will assist with the implementation and evaluation of strategies designed to communicate information about the health impacts of chemical exposures to the public, with consideration of CDPH guidance regarding scientific and health literacy, and cultural and linguistic competence. The HPS I will also provide outreach to the public about

Biomonitoring California surveillance projects, manage participation in Biomonitoring California projects, and communicate project results to study participants as well as to the public.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In-state travel, including overnight travel, may account for up to 5% of duties.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Assists with the development and implementation of plans to conduct outreach to community groups, environmental health organizations, and other stakeholders and sustain relationships with community-based and non-governmental organizations across the state in support of Biomonitoring California projects. Creates educational materials on exposure assessment tools such as biomonitoring. Conducts listening sessions to learn about stakeholder priorities. Responds to public and participant inquiries about biomonitoring studies and provides information on the challenges and limits of biomonitoring. Participates in community meetings and workgroups to communicate Biomonitoring California goals and findings to the public.
- 25% Assists with the development and implementation of participant recruitment strategies to increase study participation rates so that study populations adequately represent underlying population with respect to race, sex, socio-economic status, and other demographic parameters. Works with community organizations and other stakeholders to identify barriers to study participation so that impediments can be addressed. Assists with monitoring overall study recruitment and makes recommendations to adjust recruitment strategies as needed to ensure goals are met. Provides support to study participants.
- 25% Writes and contributes to reports, presentations, and other documents to communicate Biomonitoring California findings to stakeholders, collaborators, and the public. Presents program information and study findings to the Biomonitoring California [Scientific Guidance Panel](#), environmental health organizations, and community groups. Conducts outreach to the CDPH branches, local health jurisdictions, and other stakeholders to communicate the impact of chemical exposure on environmental health and create collaborations to design and implement exposure reduction strategies.
- 15% Assists with the development and implementation of broad policies and strategies to address health equity goals of CDPH and Environmental Health Investigations Branch (EHIB) through biomonitoring. Works with other EHIB staff on website, flyers, posters, and other public facing products.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

<p>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.</p>		<p>I have read and understand the duties and requirements listed above, and 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.)</p>	
Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date
HRD Use Only: Approved By: HD	Date 03/2025		