

## DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist II	Position Number: 580-340-8336-909
Working Title: Active Transportation Project Consultant	Work Location: 1616 Capitol Avenue, Sacramento, CA
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full time
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Injury and Violence Prevention Branch/Injury Prevention Program 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.

### 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 functioning as a highly skilled technical expert and statewide program consultant for the Active Transportation Safety Program (ATSP) and providing subject matter expertise, leadership, coordination, and project management for a set of statewide transportation-related injury prevention activities that will improve the capacity of CDPH staff to reduce injuries statewide. Duties will include project planning and development, leadership, facilitation, coordination, and program oversight.

The Health Program Specialist (HPS) II works under the direction of the Health Program Manager (HPM) II, Chief, Injury Prevention Program Section of the Injury and Violence Prevention Branch. The incumbent is responsible for the development, planning, organization, coordination, implementation, and evaluation of all health education components of the ATSP. These functions support the efforts of the California Department of Transportation's (Caltrans) Active Transportation Program, its local contractors, and others, including those from or working on behalf of disadvantaged communities, implementing non-infrastructure (educational) projects that promote safe, active, nonmotorized transportation options (bicycle and pedestrian) throughout the state, thereby achieving the CDPH goals of preventing injuries and promoting physical activity. The HPS II facilitates effective

communication among collaborative partners; ensures statewide program consistency; provides professional guidance and complex consultation; and directs health education-related policy and program development.

Minimal (5%) in-state and out-of-state travel which may involve overnight stays, is required to attend meetings, trainings, and conferences.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% in-state and out-of-state travel which may involve overnight stays
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Provides leadership, vision, and highly skilled and complex technical assistance and consultation to the department and statewide and regional stakeholders to apply public health principles and approaches, including those that address injury prevention. Assists with planning, implementation, and evaluation of statewide outreach, education, training, and technical assistance activities. Analyzes current research and evaluation data focused on the transportation-related injury prevention area. Promotes implementation best practices, assists with conducting needs assessments and identifying resources; develops educational materials; and conducts teleconferences and webinars.
- 30% Develops and evaluates health program standards, guidelines, policies and procedures. Lends public health expertise and facilitation skills such as the technology of participation, brainstorming, and consensus-building to cross-sectional work groups and teams including those focused on transportation safety for development, testing, and evaluation of materials, trainings, interventions, and policies. Provides web content and updates to ensure accurate communication with the internal and external stakeholders regarding goals, activities, resources, and materials.
- 20% Maintains successful relationships with key stakeholders within the Department and with the Department of Transportation (Caltrans), stakeholder groups statewide and nationally; and among local constituencies that promote transportation-related injury prevention activities. Represents CDPH on advisory groups and committees, conferences, and professional meetings; facilitates workgroups; represents CDPH at relevant conferences, workshops, and other forums for discussion and interfaces with relevant external organizations.
- 10% Prepares monthly electronic updates, controlled correspondence, presentation slides, electronic survey development, evaluation tool documents, external SharePoint updates, CDPH webpage content. Routinely analyzes progress reports and uses online systems such as WebEx, Alchemer, CDC data-reporting systems, SharePoint, and other knowledge

management systems. Monitors budgets and performance of subcontractors. Stays up to date on current research, scientific literature and trends, and policy guidance from national, state, and local organizations to inform policy recommendations. Performs technical writing, including legislative bill analyses, Budget Change Proposals (BCPs), controlled correspondence, and other writing, as assigned. Develops, implements, and administers Requests for Proposals (RFPs) and Requests for Applications (RFAs). Conducts grant writing and other funding development activities as needed.

**Marginal Functions (including percentage of time)**

5% Performs other job-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
<b>HRD Use Only:</b> Approved By: JJ	Date 3/19/25		