

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8338-023
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Planning Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center For Preparedness and Response (CPR)/Division of Program & Response	Branch/Section/Unit: Planning, Recovery, & Evaluation Branch/Planning, Preparedness and Coordination Section/State Planning and Preparedness 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 leading the implementation of activities related to federal fund sources including the Public Health Emergency Preparedness and Hospital Preparedness Programs while providing subject matter expertise and technical assistance to internal and external stakeholders related to public health and healthcare emergency management.

Under the direction of the Planning Unit Staff Services Manager I (SSM I), the Health Program

Specialist I (HPS I) performs complex, high-level analysis of emergency preparedness and disaster response plans and leads their development, maintenance, and updates. The HPS I collaborate with Federal, State, and local stakeholders involved in emergency preparedness and disaster response planning to ensure a coordinated, multidisciplinary response. The HPS I develop and maintains projects driven by the Public Health Emergency Preparedness (PHEP), Hospital Preparedness Program, and Pandemic Influenza (Pan Flu) programs and funding. The HPS I may provide training and technical assistance to stakeholders involved in PHEP and HPP work. The incumbent must have knowledge of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), the State emergency response structure, and Federal, State, and local emergency preparedness and response plans, resources, and authorities. In addition to programmatic activity, the HPS I will also participate as needed in emergency activations by serving on an Incident Response Team (IRT) in a role in the CDPH Medical Health Coordination Center, the State Operations Center or other operations center as deemed necessary by the emergency. The incumbent may be required, on short notice, to work irregular and overtime hours during emergency operations in order to support the activation.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

25% Develops, coordinates, and leads development and analysis of emergency response plans and CDPH-wide planning activities related to emergencies that impact the public health & medical system. Leads planning and program efforts in coordination with stakeholders to achieve the outcomes prescribed by the PHEP and HPP Programs. Coordinates, attends, and leads meetings and workgroups related to PHEP and HPP program requirements. Provides high-level consultative expertise and guidance to CDPH program staff, federal and state partners, contractors, vendors, and other agencies related to public health planning efforts. Promotes emergency planning and preparedness practices and awareness with other CDPH Programs and stakeholders via meetings, conferences, and regular communications. Serves as a subject matter expert and lead for PHEP and HPP program capabilities while collecting and analyzing information and data to assess impacts to public health, then makes appropriate planning recommendations to management. Develops and provides recommendations to management on high-level, complex solutions to mitigate any existing gaps in response capabilities. Attends all meetings as directed by the SSM I. Ensure program deliverables are met, including any

reporting and performance management requirements. HPS I is responsible for monitoring activities related to PHEP, HPP and Pan Flu and informing the SSM I of changes that may impact programmatic progress and coordinating evaluation activities with other Center staff.

- 25% The HPS I is responsible for establishing and maintaining working relationships with local, regional, state, and federal partners in achieving the outcomes prescribed by the PHEP and HPP programs. Provides technical assistance and training where needed on aspects of PHEP and HPP program capabilities. Gathers and analyzes complex data regarding various hazards and utilizes data to update CDPH emergency response plans. Develops and provides recommendations to management on high-level, complex solutions to mitigate any existing gaps that could impact CDPH or medical/health partners during a public health emergency. Formulates recommendations that impact program and policy areas, develop alternatives, solutions, and recommendations to CDPH Management, and other state, federal, and local entities. Provides expertise and prepares documents, including complex reports and tables, for dissemination and/or publication on the department website by ensuring that they are clear and concise. Conducts site visits with CPR Project Officers to their assigned local health jurisdictions to provide technical assistance and support. Uses information gathered at site visits to identify training and other needs of local health jurisdictions and/or other state partners. Provides training as requested on areas of responsibility.
- 15% Initiates, oversees, and leads multiple projects in an organized manner. Projects may include planning, training, tracking, reporting, outreach, and/or exercise development. Defines project scope and approach. Sets objectives, deliverables, and steps to meet deliverables, and defines the project schedule. Develops reasonable timelines with team members and ensures that projects are completed in a timely manner. Updates management on the status of projects, including any barriers/risks to completing the project on time and any critical items that must be completed before proceeding with the project(s). Monitors progress determines the impact of any delays and communicates and/or escalates any issues to management immediately.
- 15% Travels to attend meetings and participates in workgroups on behalf of the CPR as relating to public health emergency and response issues. Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills. Attends/participates in workshops, conferences, and local site visits.
- 15% Works with other Center staff to develop and maintain relationships with healthcare coalitions and healthcare associations related to implementation of the Hospital Preparedness Program (HPP) grant. Attends association and coalition meetings as directed, participates in the management of association contracts. Works collaboratively with CPR Public Health Medical Officer on projects related to HPP and supporting healthcare coalitions throughout the state.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

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: T. Moya

Date: 3/25/25