

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-345-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Senior Program Consultant	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: California Tobacco Prevention Program Health Equity and Community Engagement 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.

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

The incumbent works under the general direction of the Health Program Manager II (HPM II), Chief, Health Equity and Community Engagement Section. The Health Program Specialist II (HPS II) functions as a highly skilled technical consultant in the areas of program planning, program development, strategic planning, and local policy analysis for the California Tobacco Prevention Program (CTPP).

The HPS II works collaboratively with the supervisors and staff of the Local Programs Units in carrying out day-to-day activities and provides technical expertise in complex areas of tobacco prevention public health policy and tobacco prevention program planning and assessment. The HPS II provides leadership and analysis around critical health policy issues related to tobacco prevention; recommends policy direction for CTPP; writes program guidelines and procurements; plans and performs staff work for statewide and local tobacco prevention programs; and represents the California

Department of Public Health (CDPH) in coordinating the exchange of program information between CTPP and other state and local organizations. This position functions on a statewide basis and requires a high level of independence. The HPS II is responsible for coordination and collaboration with other professional and technical staff in the private sector and in governmental settings (e.g., local, state, federal, tribal), and knowledge of and the ability to use information technology and computers in carrying out activities. Travel (10%) in- state and out-of-state with occasional overnight stays for trainings, meetings, and conferences.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Provides leadership, direction, and public health consultation to multiple local and statewide agencies and groups with a focus on policy efforts addressing tobacco use. Negotiates and monitors a multi-million dollar portfolio of grants, contracts, and agreements to implement complex public health initiatives. Reviews progress reports for compliance. Provides individualized and project specific technical assistance and training as needed. Works with grantees and contractors to scale up successful local interventions and disseminate for statewide use. When unsatisfactory contract performance occurs, the incumbent initiates problem-solving or corrective action as needed. Performs as a liaison to grantees and contractors and interprets and applies State and CTPP policies and procedures to grantees and contractors.
- 25% Initiates, leads, directs, facilitates, coordinates, plans, implements, and evaluates multi-million dollar procurements that make funding available to community-based organizations, government organizations, and universities. Conducts formative research to conceptualize and plan evidence-based procurements which provide the conceptual framework for implementation of new and unique public health initiatives of CTPP. Directs and facilitates multi-disciplinary workgroups comprised of individuals with diverse backgrounds, experiences, and skills sets to achieve consensus to conceptualize the procurement requirements for agency capability; programmatic interventions, evaluation, and budget; weighting scoring criteria; application review processes; and contract negotiation processes. Designs and implements evaluation efforts to assess quality control measures and to determine the effectiveness of procurement and negotiation processes and procedures including application submission and reviewing procedures of the Online Grant Management Platform.
- 20% Initiates, develops, directs, facilitates, coordinates, plans, implements, and evaluates the provision of training and technical assistance programs and activities for community-based organizations, local health departments, tribal projects, and state staff within CDPH. Incorporates a broad spectrum of training and technical assistance methodologies. Coordinates training and technical assistance activities among various providers, such as grantees, contractors, and partners at the local, state, and national levels. Improves and develops innovative training and capacity building programs and training materials within areas of

specialization (e.g., law enforcement outreach/engagement, secondhand smoke, tobacco product waste, tobacco retail environment, priority population tailoring/engagement/learnings, cessation, etc.). Upon invitation or acceptance of abstracts, serves as a trainer, speaker, or consultant to national training programs and conferences. Researches and locates trainers, experts, literature, and other resources to ensure the most current findings and evidence-based approaches are incorporated into training and technical assistance activities.

15% Develops and maintains one or more areas of expertise in tobacco prevention (e.g., law enforcement outreach/engagement, secondhand smoke, tobacco product waste, tobacco retail environment, priority population tailoring/engagement/learnings, cessation, etc.) and as a result, provides expert consultation to the program, department, and other local, state, and federal agencies. Responds to inquiries from stakeholders and the public related to the area of expertise. Serves as a liaison to state, national, and international programs related to the areas of expertise. Attends meetings with CTPP-funded contractors, as well as with local, state, and federal officials; participates on advisory groups/committees as appropriate. Coordinates cooperative efforts among external, state and national public health groups related to the area of expertise. Prepares and edits special reports, publications, and resource materials as required for effective public health program planning, implementation, and evaluation.

5% Initiates or assists in the development, coordination, and implementation of strategic planning that results in recommendations for new policy or programmatic direction for CTPP. Strategic planning efforts address complex public health initiatives or implementation of new state or federal legislation. Formulates and proposes innovative policy and program solutions to complex problems or recommends a position on state and federal policies or directives. Incorporates evidence-based research and synthesis of ideas from different domains to formulate solutions and recommendations. Strategic planning efforts may involve coordinating the work of a multi-disciplinary team that includes legal, enforcement, policy, media, public health, and information technology experts. Prepares issue memorandums, Governor Action Requests, Secretary Action Requests, and Communication Action Requests. Responds to controlled correspondence, prepares legislative concepts/proposals, bill analyses, and other types of communications related to local program policy.

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

HRD Use Only:

Approved By: HD

Date: 04/2025