

DUTY STATEMENT

Employee Name:	Position Number: 581-410-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Project Coordinator (Epidemiology and Laboratory Capacity Program)	Work Location: 7575 Metropolitan Dr., Ste. 104-9 San Diego, CA, 92108
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Disease/Division of Communicable Disease Control	Branch/Section/Unit: Division Office

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 supporting the Epidemiology and Laboratory Capacity (ELC) Program addressing emerging infectious disease threats and is one of the Center for Disease Control and Prevention's (CDC) key nationwide cooperative agreements for supporting state epidemiology, laboratory, and health information systems capacity to address infectious diseases.

The Health Program Specialist II provides overall direction and ensures performance of ELC programmatic and administrative activities within CDPH, Center for Infectious Diseases (CID), Division of Communicable Disease Control (DCDC).

The incumbent works under direction of the Assistant Division Chief, Division of Communicable Disease Control.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Develops and implements processes, collaborates with key partners to evaluate program activities, and manage day-to-day program operations. Responsible for coordinating federal grant deliverables including progress reports, monitoring program budgets, and overseeing human resources activities in collaboration with CID partners in Center for Preparedness and Response, Center for Laboratory Sciences and Center for Health Care Quality. Manages the DCDC components of the ELC Enhancing Detection (ED) and programmatic, administrative, and fiscal activities. Analyze project operations and implement strategies to improve effectiveness and efficiency.
- 25% Monitors DCDC components of ELC ED by developing project budgets, budget expenditures and projections on an ongoing basis and review Statements of Activities monthly and as needed. Reviews budgets with ELC project Principal Investigators to forecast progress and potential challenges, in collaboration with the ELC Program Director and members of the ELC Governance Team. Maintains documentation (e.g., spreadsheets, reports) of all administrative, fiscal, and programmatic activities, as indicated.
- 15% Assist in monitoring and tracking of performance measures. Write and compile fiscal or programmatic reports for submission to CDC, meeting critical deadlines. Coordinate project conference calls and meetings, track progress, and provide administrative and fiscal updates.
- 15% Acts as the liaison to other CDPH centers managing other CDC grants – Public Health Emergency Preparedness, Hospital Preparedness Program, California Strengthening Public Health Infrastructure and Crisis Coag. Ensures that ELC program mission and goals align with department-wide goals and objectives for prevention and response to emerging infections, outbreaks and other events of public health significance. Responds to time sensitive and critical requests for information from the Governor's Office, Department of Finance, California Health and Human Services Agency, and CDPH leadership. Maintain excellent working relationship with CDPH, Heluna Health, and other partners.

Marginal Functions (including percentage of time)

10% Conducts other work-related duties as requested or assigned. Travel as needed up to 5%.

☐ 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: JM

Date: 04/2025