

DUTY STATEMENT

Employee Name:	Position Number: 580-340-8336-014
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Fulltime
Working Title: Program Consultant	Work Location: 1616 Capitol Ave, Sacramento CA
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
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.

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 protecting the public's health, promoting health and wellness, and optimizing data and technology by performing challenging and complex duties involved in the planning, development, coordination, implementation, and programmatic aspects of the Childhood Drowning Data Collection Pilot Program under Senate Bill 855 (Chapter 817, Statutes of 2022) and associated childhood unintentional injury prevention programs.

The incumbent works under the direction of the Health Program Manager II (HPM II), Chief of the Injury Prevention Program Section. The Health Program Specialist II (HPS II) operates with a high degree of independence and functions as a non-supervisory and highly skilled technical expert and

statewide consultant.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Provides highly skilled and specialized program development, coordination, and implementation in the topic area of the drowning prevention program and childhood injury prevention in general. Duties include conducting an environmental scan of childhood drowning prevention activities in California and utilizing advisory group and stakeholder membership input, as well as scientific literature, develop recommendations related to improving pool safety on a state and local level, and other policies and best practices for childhood drowning prevention. Other unintentional injury prevention activities include drafting and releasing Request for Applications, providing statewide and local technical assistance, including webinars, and developing childhood unintentional injury prevention educational materials development and social marketing components.
- 30% Prepares programmatic reports for internal and external use; performs administrative tasks to support compliance with funding requirements; develops and monitors budget and program performance; completes and submits any program-required documentation and reporting. In consultation with the advisory group and participating counties, and with input from other stakeholders and members of the legislature, draft and publish reports to the legislature. Performs additional technical writing that supports the drowning program and other unintentional childhood injury programs as needed, including proposal writing, legislative bill analyses, budget change proposals, internal policies and procedures, controlled correspondence, and other writing, as assigned. Coordinates completion of all program-related deliverables.
- 25% Maintains successful relationships with drowning prevention stakeholders and actively recruits and collaborates with key stakeholders and stakeholder groups for participation in the advisory group. Identifies key state entities and organizations and invites appropriate entities/organizations to participate. Outlines advisory group participation requirements and convenes advisory group, coordinating web-based and/or in-person meetings as necessary. Participate in recruitment efforts related to several pilot counties, as well as provide maintenance related to the relationships with the pilot counties and their various activities.
- 10% Participates in the general functions of the Injury and Violence Prevention Branch (e.g., participates in all-staff meetings, responds to media and other requests, contributes to unintentional injury prevention strategic planning efforts, contributes to development and

submission of grant/contract proposals). Provides programmatic consultation to other staff engaged in injury prevention and drowning prevention specifically. Contributes to applications for grants and funding for additional sources of drowning and injury prevention programming and/or surveillance and research support from state and national agencies.

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: JJ
 Date: 4/14/25