

DUTY STATEMENT

Employee Name:	Position Number: 580-520-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-time
Working Title: Maternal Health Outcomes Program Consultant	Work Location: 1615 Capital Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Maternal, Child, and Adolescent Health Division	Branch/Section/Unit: Maternal Infant Health Branch Maternal Mortality/Morbidity and Local MCAH Program Support 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 promoting health and wellness, incorporating health equity strategies in programs and practices, and mobilizing partnerships to strengthen collective impact. The position serves as part of a multidisciplinary team that implements local and statewide maternal morbidity and mortality surveillance reviews to improve the health and wellbeing of mothers, infants, children, adolescents, and children and youth with special health care needs and their families.

The incumbent works under the general direction of the Health Program Manager II (HPM II), Chief of the Maternal Mortality/Morbidity and Local MCAH Program Support (MMPS) Section. The incumbent supports Local Maternal, Child, and Adolescent Health (MCAH) programs to address the needs of California's diverse populations through an array of programs, partnerships, and initiatives, and the MMPS team supports the California Momnibus Act (SB 65) which aims to promote health and equity,

inform and translate data-into-action, integrate community-informed prevention opportunities, and enhances the development of strategies to reduce preventable maternal mortality and morbidity.

The Health Program Specialist II position collaborates closely with teams at the State MCAH Division, Local Health Jurisdictions (LHJs), and partners in other programs at the Federal, State, and local levels, as well as other interested parties such as friends and families. 10% in-State Travel is required to attend conferences, meetings, and trainings as needed.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% In State
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Serves as a lead and maternal health program expert liaison to provide consultation and advice to the Local Health Jurisdictions (LHJs), MCAH Division programs and management, Center for Family Health management, and other contractors and partners. Shares best practices and recommendations to inform the planning, development, implementation, and monitoring of maternal health strategies and interventions. Responds to inquiries from partners and the public related to the area of expertise. Attends meetings with funded contractors, as well as with local state and federal officials; participate in advisory groups/committees as appropriate. Coordinates cooperative efforts among external, state, and national public health groups related to maternal health. Directs and facilitate multi-disciplinary workgroups comprised of individuals with diverse backgrounds, experiences, and skill sets to achieve consensus. This includes the planning, development, and dissemination of health education and training for LHJs, health professionals, stakeholders, and others.
- 25% Serves as a subject matter expert with a focus on maternal mortality and morbidity. Develops and implements strategic processes to routinely integrate findings and recommendations into meaningful action such as program integration and policy development, including use of community and stakeholder engagement. Provides leadership, direction, and technical consultation to multiple local and statewide agencies and groups on the work of the Pregnancy Associated Review Committee (PARC).
- 25% Serves as project manager, leading technically complex and politically sensitive time constrained projects and activities. Identifies and makes recommendations to management regarding complex governmental problems. Coordinates and oversees work of cross-division activities/initiatives that advance maternal health programs and initiatives. Incorporates evidence-based research and synthesis of ideas across Policy, Systems and Environmental (PSE) framework from different domains to formulate solutions and recommendations.
- 10% Develops and prepares proposals, bill analyses, program briefs, and reports; assists with scopes of work development, action plans and other special reports, publications, and resource materials as needed. Collaborates internally with Epidemiology, Surveillance, and Federal Reporting Section, program evaluation, communications, and administrative teams at the MCAH Division to pursue the goals of the Section and the Division.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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