

DUTY STATEMENT

Employee Name: Vacant	
Classification: Health Program Specialist I	Position Number: 580-045-8338-909
Working Title: Project Coordinator	Work Location: 1615 Capitol Avenue, MS 0513 Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Office of Professional Development and Engagement	Branch/Section/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.

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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan to advance the health and well-being of California's diverse people and communities by maintaining a proactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The Health Program Specialist (HPS) I functions as a highly skilled, technical program consultant and works collaboratively with the HPS II to coordinate all Department-related Accreditation and Organizational Performance Management activities.

The incumbent works under the general direction of the Deputy Director of the Office of Professional Development and Engagement.

Special Requirements

Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 25% to CDPH field offices and campuses, Local Health Jurisdictions (LHJs), Tribal Health Organizations (THOs), etc.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Independently provides training support and technical assistance for the Department's Results Based Accountability (RBA) Performance Management System to CDPH staff in all Centers, Offices, and Divisions, as well as staff at LHJs as needed. Collaborates with program staff to provide technical assistance and support to ensure compliance with strategic priorities, deadlines, and reporting requirements.
- 20% Serves as the backup RBA administrator and provides orientation and technical assistance to all staff with RBA user licenses. Assists the HPS II with collecting, analyzing, and reporting Department-wide performance measure results and targets to ensure progress is being made toward Department goals by utilizing the Clear Impact Performance Management system.
- 20% Serves as the project manager to the HPS II Accreditation Coordinator. Coordinates the preparation of annual reports to demonstrate continuous conformity with initial Public Health Accreditation Board (PHAB) requirements. Develops and maintains mechanisms to ensure the documentation collection process demonstrates conformity to reaccreditation requirements. Organizes and manages all accreditation documentation, reports, and project plans via SharePoint. Provides consultation, technical assistance, and project management services on Accreditation-related activities to Centers, Offices, and Divisions.
- 20% Provides consultation and supports the HPS II in the management of the Public Health Accreditation (PHA) program as funded by the Preventative Health and Human Services Block Grant (PHHSBG). Assists with budgeting and submission of reports to the PHHSBG and with other program activities. Provides direct assistance to LHJs and THOs through the PHA program including, but not limited to, developing, implementing, and monitoring projects that support local and tribal accreditation readiness. Manages contracting process related to Accreditation-related training and technical assistance.

Marginal Functions (including percentage of time)

- 5% Develops, implements, and maintains internal policy and procedural guidelines and written desk procedures. Evaluates policies and procedures to evaluate effectiveness and applies Lean techniques to continually improve processes.
- 5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research. Performs other HPS I work-related duties as required.

<p>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.</p>		<p>I have read and understand the duties and requirements listed above and I 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.)</p>	
<p>Supervisor's Name: Tara Naisbitt</p>	<p>Date</p>	<p>Employee's Name:</p>	<p>Date</p>
<p>Supervisor's Signature</p>	<p>Date</p>	<p>Employee's Signature</p>	<p>Date</p>
<p>HRD Use Only: Approved By: Alyssa Ballesteros-Agulo</p>	<p>Date 6/8/2022</p>		