**DUTY STATEMENT**

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| Employee Name: | |
| Classification:  Health Program Specialist I | Position Number:  581-330-8338-009 |
| Working Title:  Cal-EIS Program Coordinator | Work Location:  1616 Capitol Ave, Sacramento, CA |
| Collective Bargaining Unit:  R01 | Tenure/Time Base:  Permanent/Full-Time |
| Center/Office/Division:  Center for Chronic Disease Prevention and Health/Chronic Disease and Injury Control Division | Branch/Section/Unit:  Chronic Disease Control Branch/Workforce Development 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.

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| **Job Summary** |

Under the general direction of the Public Health Medical Officer (PHMO) III, Chief, Workforce Development Section, the Health Program Specialist (HPS) I performs programmatic, analytical, technological, fiscal, and administrative tasks necessary to carry out the functions of the Workforce Development Section (WDS) postgraduate training programs, which includes the Preventive Medicine Residency Program (PMRP) and the California Epidemiologic Investigation Service (Cal-EIS) Fellowship Program. The HPS I plans, organizes, and directs the Cal-EIS Fellowship Program and provides cross-program support to the PMRP. The HPS I coordinates Cal-EIS recruitment efforts and monitors required training, reports, and site visits; reviews the program budget and works with the CDPH budget and contract management staff; and serves as a liaison to academic institutions and graduate and postgraduate partners in public health professional/workforce development and continuing education.

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| **Special Requirements** |

None

Supervision Exercised

Conflict of Interest (COI)

Background Check and/or Fingerprinting Clearance

Medical Clearance

Travel:

Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

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| **Essential Functions (including percentage of time)** |

45% Provides technical assistance and administrative support to Cal-EIS program activities related to workforce training and professional development, such as developing competency tools, activity report templates, and evaluation forms; updating the Fellow Training Manual; and responding to Fellow and Preceptor inquiries and needs. Coordinates the Cal-EIS state and national recruitment efforts by developing and distributing recruitment flyers, emails, and online postings, and responding to applicant inquiries. Identifies training opportunities and assists with related registration for Cal-EIS Fellows in local health departments, within CDPH, and in other state agencies. Advises and assists candidates in selection of sites and training opportunities. Independently writes, develops, monitors, and assures execution of contracts/agreements between CDPH and Fellows, between CDPH and preceptors in local health departments, and between CDPH and academic partners. Works with WDS Chief to negotiate contracts/agreements, and with CDPH Contracts Management Unit to execute contracts/agreements. Assists with speaker coordination, communication, and logistics for the Preventive Medicine & Public Health seminars.

25% Directs, coordinates, and monitors the required training, reports, and site visits of assigned Fellows and Preceptors. Assists the WDS Chief in review of these reports and provides in‑depth recommendations to management for resolution of content and process problems. Independently tracks program evaluations completed by Fellows and Preceptors, reviews the evaluations for deficiencies or errors, provides recommendations to the WDS Chief, and works with the WDS Chief to implement actions for addressing or correcting the related deficiencies/errors. Organizes logistics, prepares agenda, and takes minutes for the postgraduate training program Advisory Committee meetings. Meets and confers with Fellows and Preceptors on program accomplishments and weaknesses. Tracks all former graduates’ current activities and status to measure program effectiveness.

15% Coordinates with other public health workforce development partners for collaborative training opportunities. Keeps current on the changing legal and technical requirements of training programs by independently contacting schools of public health and referencing authorities such as the Council on Education for Public Health. Represents CDPH on State committees developing and improving training programs. Serves as CDPH liaison to local health departments, California schools of public health, academic collaborators, and other State agencies participating in these programs.

10% Provides technical assistance and administrative support to PMRP staff.

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| **Marginal Functions (including percentage of time)** |

5% Performs other job related duties as required.

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| 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 |
| **HRB Use Only**:  Approved By: Sarah Wright | Date  02/08/18 |  | |