

## DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist II	Position Number: 580-351-8336-001
Working Title: Health Communications Specialist	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R-01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Healthy Communities/Division of Environmental and Occupational Disease Control	Branch/Section/Unit: Occupational Health Branch/Occupational Lead Poisoning Prevention Program

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 Resource's Job Descriptions webpage](#).

### Job Summary

Under the general direction of the Chief, Occupational Lead Poisoning Prevention Program (OLPPP), the Health Program Specialist II is responsible for the planning, implementation, and evaluation of complex outreach and performs as a highly skilled, technical program consultant related to education, and training materials and methods for OLPPP, including web-based statewide outreach, education, and training activities. The HPS II will conceptualize complex program strategies, and demonstrate a high level of accountability in addressing occupational lead poisoning in California. May require some overnight travel within California several times a year.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May require some overnight travel within California several times a year (3%).
- Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

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

- 35% Plans, implements, and evaluates complex, statewide, multilingual occupational health education communications (written, audiovisual, and web-based) directed to California employers, employees, and health professionals, to reduce lead poisoning among California workers and their families. Directs the needs assessments and evaluations of OLPPP’s outreach, education, and training (OE&T) materials and methods and the development of a comprehensive communication plan. Utilizes innovative communication and education methods, adult learning and participatory techniques. Develops and implements methods for collecting and analyzing qualitative survey data (e.g., focus groups, key informant interviews, surveys) from stakeholders and intervention project participants. Provides oversight of contractors charged with activities related to educational materials production, such as graphic artists and translators. Provides expert advice and guidance to the OLPPP Chief in defining OLPPP priorities and developing a comprehensive program plan.
- 25% Works closely with other OLPPP staff designing and implementing special intervention projects, which address occupational lead poisoning in vulnerable, hard-to-reach employer and worker populations; has lead responsibility for the design and conduct of the educational and evaluation components of these projects.
- 20% Establishes and maintains stakeholder relationships with employer, employee, health professional, and other stakeholder organizations for the purposes of collaboration, outreach, and social marketing; assessing and responding to their education and training needs; disseminating information in a format relevant and accessible to each target audience; and increasing awareness and utilization of OLPPP’s statewide occupational lead poisoning prevention services. May require overnight travel in California several times a year.
- 15% Oversees all aspects of OLPPP web pages and social media and coordinates with other agencies and stakeholders on cross-posting of program materials. Represents OLPPP in the Occupational Health Branch’s Communications Coordination Group and in other CDPH activities involving communications and outreach staff. Writes budget change proposals and bill analyses; prepares items for week-ahead reports and stakeholder briefs.

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

- 5% Mentors and provides guidance to trainees, fellows, interns, and students at the graduate and undergraduate levels. 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
<b>HRB Use Only:</b> Approved By: CB	Date 11/19/19		

## DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist I	Position Number: 580-351-8336-001
Working Title: Health Communications Specialist	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R-01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Healthy Communities/Division of Environmental and Occupational Disease Control	Branch/Section/Unit: Occupational Health Branch/Occupational Lead Poisoning Prevention Program

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 Resource's Job Descriptions webpage](#).

### Job Summary

Under the general supervision of the Chief, Occupational Lead Poisoning Prevention Program (OLPPP), the Health Program Specialist I is responsible for the planning, implementation, and evaluation of complex outreach, education, and training materials and methods for OLPPP, including web-based statewide outreach, education, and training activities. The HPS II participates in developing complex program strategies, and demonstrates a broad level of accountability in addressing occupational lead poisoning in California. May require some overnight travel within California several times a year.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May require some overnight travel within California several times a year (3%).

- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

- 35% Participates in the planning, implementation, and evaluation of statewide, multilingual occupational health education communications (written, audiovisual, and web-based) directed to California employers, employees, and health professionals, to reduce lead poisoning among California workers and their families. Directs the needs assessments and evaluations of OLPPP’s outreach, education, and training (OE&T) materials and methods and assists in the development of a comprehensive communication plan. Utilizes innovative communication and education methods, adult learning and participatory techniques. Develops and implements methods for collecting and analyzing qualitative survey data (e.g., focus groups, key informant interviews, surveys) from stakeholders and intervention project participants. Assists in providing oversight of contractors charged with activities related to educational materials production, such as graphic artists and translators. Provides expert advice and guidance to the OLPPP Chief in defining OLPPP priorities and developing a comprehensive program plan.
- 25% Works closely with other OLPPP staff designing and implementing special intervention projects, which address occupational lead poisoning in vulnerable, hard-to-reach employer and worker populations; has lead responsibility for the design and conduct of the educational and evaluation components of these projects.
- 20% Establishes and maintains stakeholder relationships with employer, employee, health professional, and other stakeholder organizations for the purposes of collaboration, outreach, and social marketing; assessing and responding to their education and training needs; disseminating information in a format relevant and accessible to each target audience; and increasing awareness and utilization of OLPPP’s statewide occupational lead poisoning prevention services. May require overnight travel in California several times a year.
- 15% Monitors all aspects of OLPPP web pages and social media and coordinates with other agencies and stakeholders on cross-posting of program materials. Represents OLPPP in the Occupational Health Branch’s Communications Coordination Group and in other CDPH activities involving communications and outreach staff. Writes budget change proposals and bill analyses; prepares items for week-ahead reports and stakeholder briefs.

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

- 5% Mentors and provides guidance to trainees, fellows, interns, and students at the graduate and undergraduate levels. Performs other job 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 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</p>
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		hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b> Approved By: CB	Date 11/19/19		