

DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist II	Position Number: 580-351-8336-003
Working Title: Health Communications Specialist	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch / California Safe Cosmetics 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 Research Scientist Supervisor I (Epidemiology/Biostatistics), Chief, California Safe Cosmetics Program (CSCP), the Health Program Specialist (HPS) II is responsible for the planning, implementation, and evaluation of various types of outreach and education materials and methods for CSCP. The HPS II will conceptualize complex program strategies, and demonstrate a high level of accountability in carrying out the mandates of the CSCP and other related activities. May require some occasional overnight travel within California.

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% Directs the development of a comprehensive program communication plan; plans, implements, and evaluates complex, multilingual communications (written, audiovisual, and web-based) directed to cosmetics companies, the general public, or targeted groups in California such as hair or nail salon workers. Works with other program staff to create content for performance metrics, reports, success stories, educational materials, and other communications. Researches existing and emerging public health issues and new technologies for innovative ways to implement CSCP activities. Provides expert advice and guidance to the CSCP Chief in defining program priorities, particularly in the area of communications, and contributes to the development of a comprehensive program plan.
- 25% Oversees all aspects of CSCP web pages and social media; tracks and evaluates program website activity and works with other program staff to plan all communications releases. Disseminates information in a format relevant and accessible to each target audience, increasing awareness and utilization of CSCP’s product reporting system and public search website.
- 20% Establishes and maintains relationships with key stakeholder groups. Represents the CSCP at meetings involving community-based groups, industry associations, other governmental agencies, public health professionals, etc. Develops and implements methods for collecting and analyzing needs assessment and/or evaluation data from stakeholders. May require overnight travel in California several times a year.
- 10% Coordinates with other agencies and stakeholders on cross-posting of program materials. Represents CSCP in the Occupational Health Branch’s Communications Coordination Group and in other CDPH activities involving communications and outreach staff. Maintains professional skills and knowledge of CDPH requirements applicable to areas of expertise, e.g., ADA compliance of documents.

Marginal Functions (including percentage of time)

- 5% Mentors and provides guidance to trainees, fellows, interns, or students at the graduate and undergraduate levels.
- 5% Writes budget change proposals, bill analyses, week-ahead reports, stakeholder briefs, and 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 hiring supervisor.)</p>
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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only: Approved By: CB	Date 12/11/19		

DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist I	Position Number: 580-351-8338-003
Working Title: Health Communications Specialist	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/California Safe Cosmetics 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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by contributing to the collection of information on hazardous and potentially hazardous ingredients in cosmetic products sold in California.

Under the direction of the Research Scientist Supervisor I (Epidemiology/Biostatistics), Chief, California Safe Cosmetics Program (CSCP), the Health Program Specialist (HPS) I is responsible for the planning, implementation, and evaluation of various types of outreach and education materials and methods for CSCP. The HPS I will conceptualize complex program strategies, and demonstrate a high level of accountability in carrying out the mandates of the CSCP and other related activities. May require some occasional overnight travel within California.

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 development of a comprehensive program communication plan; plans, implements, and evaluates complex, multilingual communications (written, audiovisual, and web-based) directed to cosmetics companies, the general public, or targeted groups in California such as hair or nail salon workers. Works with other program staff to create content for performance metrics, reports, success stories, educational materials, and other communications. Researches existing and emerging public health issues and new technologies for innovative ways to implement CSCP activities. Provides expert advice and guidance to the CSCP Chief in defining program priorities, particularly in the area of communications, and contributes to the development of a comprehensive program plan.
- 25% Monitors CSCP web pages and social media; tracks and evaluates program website activity and works with other program staff to plan all communications releases. Disseminates information in a format relevant and accessible to each target audience, increasing awareness and utilization of CSCP’s product reporting system and public search website.
- 20% Establishes and maintains relationships with key stakeholder groups. Represents the CSCP at meetings involving community-based groups, industry associations, other governmental agencies, public health professionals, etc. Develops and implements methods for collecting and analyzing needs assessment and/or evaluation data from stakeholders. May require overnight travel in California several times a year.
- 10% Coordinates with other agencies and stakeholders on cross-posting of program materials. Represents CSCP in the Occupational Health Branch’s Communications Coordination Group and in other CDPH activities involving communications and outreach staff. Maintains professional skills and knowledge of CDPH requirements applicable to areas of expertise, e.g., ADA compliance of documents.

Marginal Functions (including percentage of time)

- 5% Mentors and provides guidance to trainees, fellows, interns, or students at the graduate and undergraduate levels.
- 5% Writes budget change proposals, bill analyses, week-ahead reports, stakeholder briefs, and 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
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