

DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist II	Position Number: 580-345-8336-006
Working Title: Senior Program Consultant	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent / Full Time
Center/Office/Division: Center For Healthy Communities	Branch/Section/Unit: Tobacco Control Branch Community and Statewide Interventions 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.

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 working toward achieving a tobacco-free California and to reduce tobacco-related illness and premature deaths by implementing programs to reduce tobacco use and exposure to secondhand smoke.

The incumbent works under the general direction of the Chief, Community and Statewide Interventions Section (Health Program Manager II), the Health Program Specialist (HPS) II functions as a highly skilled and technical consultant in the areas of program planning, program development, strategic planning, and local policy analysis for the Tobacco Control Branch (TCB).

The HPS II works collaboratively with the supervisors and staff of the three Local Programs Units in carrying out day-to-day activities and provides technical consultant expertise in especially sensitive areas of tobacco control public health policy and tobacco control program planning and assessment. The HPS II analyzes critical health policy issues related to tobacco control; recommends policy direction for the Branch; writes legislative reports, policy papers, legislative testimony, and program guidelines, as well as other documents pertaining to the Branch budget, program activities, and policy issues; plans

and performs staff work for statewide and local tobacco control programs; and represents the California Department of Public Health (CDPH) in coordinating the exchange of program information between TCB and other state and local organizations. This position functions on a statewide basis and requires a high level of independence. The HPS II is responsible for coordination and collaboration with other professional and technical staff in the private sector and in governmental settings (e.g., local, state, federal, tribal), and knowledge of and the ability to use information technology and computers in carrying out activities. Travel is required at 10% within California as well as to other states in the country, including occasional overnight stays.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Provide leadership, direction, and public health consultation to multiple local and statewide agencies and groups with a focus on advocacy efforts addressing tobacco use. Negotiate and monitor a multi-million dollar portfolio of grants, contracts and agreements to implement complex public health initiatives. Review progress reports for compliance. Provide individualized and project specific technical assistance and training as needed. Work with grantees and contractors to scale up successful local interventions and disseminate for statewide use. When unsatisfactory contract performance occurs, the incumbent initiates problem-solving or corrective action as needed. Perform as a liaison to grantees and contractors and interprets and applies State and Program policies and procedures to grantees and contractors.
- 25% Initiate, lead, direct, facilitate, coordinate, plan, implement, and evaluate multi-million dollar procurements that make funding available to community-based organizations, government organizations, and universities. Conduct formative research to conceptualize and plan evidence-based procurements which provide the conceptual framework for implementation of new and unique public health initiatives of TCB. Direct and facilitate multi-disciplinary workgroups comprised of individuals with diverse backgrounds, experiences, and skills sets to achieve consensus to conceptualize the procurement requirements for applicant capability; programmatic interventions, evaluation, and budget; weighting scoring criteria; application review processes; and contract negotiation processes. Design and implement evaluation efforts to assess quality control measures and to determine the effectiveness of procurement and negotiation processes and procedures including beta testing application submission and review procedures of the Online Tobacco Information System.
- 20% Initiate, develop, direct, facilitate, coordinate, plan, implement, and evaluate the provision of training, technical assistance programs and activities for community-based organizations, local health departments, tribal projects, and state staff within CDPH. Coordinate training and technical assistance activities among various providers, such as grantees, contractors, and

partners at the local, state and national levels. Improves and develops innovative training and capacity building programs and training materials within areas of specialization (e.g., law enforcement outreach/engagement, emerging tobacco products, priority population tailoring/engagement/learnings, and cessation). Upon invitation or acceptance of abstracts, serve as a trainer, speaker, or consultant to national training programs and conferences. Research and locate trainers, experts, literature, and other resources to ensure the most current findings and evidence-based approaches are incorporated into training and technical assistance activities. Incorporate a broad spectrum of training and technical assistance methodologies.

15% Develop and maintain one or more areas of expertise in tobacco control (e.g., law enforcement outreach/engagement, emerging tobacco products, priority population tailoring/engagement/learnings, and cessation) and as a result provide expert consultation to the program, department, and other local, state, and federal agencies. Respond to inquiries from stakeholders and the public related to the area of expertise. Serve as a liaison to state, national, and international programs related to the areas of expertise. Attend meetings with TCB-funded contractors, as well as with local, state, and federal officials; participate on advisory groups/committees as appropriate. Coordinate cooperative efforts among external, state and national public health groups related to the area of expertise. Prepare and present scientific papers on tobacco control issues. Prepare and edit special reports, publications, and resource materials as required for effective public health program planning, implementation, and evaluation.

5% Initiate or assist in the development, coordination, and implementation of strategic planning that results in recommendations for new policy or programmatic direction for TCB. Strategic planning efforts address complex public health initiatives or implementation of new state or federal legislation. Formulate and propose innovative policy and program solutions to complex problems or recommends a position to the Executive Office on state and federal policies or directives. Incorporate evidence-based research and synthesis of ideas from different domains to formulate solutions and recommendations. Strategic planning efforts may involve coordinating the work of a multi-disciplinary team that includes legal, enforcement, policy, media, public health, and information technology experts. Prepare issue memorandums, Governor Action Requests, Secretary Action Requests, and Communication Action Requests. Respond to controlled correspondence, prepares legislative concepts/proposals, bill analyses, and other types of communications related to local program policy.

Marginal Functions (including percentage of time)

5% 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>	
Supervisor's Name:	Date	Employee's Name:	Date

Supervisor's Signature	Date	Employee's Signature	Date
HRB Use Only: Approved By:	Date		