

DUTY STATEMENT

Employee Name:

Classification: Health Program Specialist II	Position Number: 580-351-8336-004
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	Branch/Section/Unit: Occupational Health Branch/Occupational Health Surveillance and Evaluation 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 disseminating information and building partnerships to expand surveillance systems and advance health equity, particularly among California workers.

Under the general direction of the Public Health Medical Officer III, Chief, Occupational Health Surveillance & Evaluation Program, the Health Program Specialist (HPS) II is responsible for the planning, implementation, and dissemination of outreach and education to employers, local health departments, and other partners regarding COVID-19 workplace outbreak reporting and tracking. This work implements mandates of Assembly Bill 685 (Chapter 84, Statutes of 2020) requiring CDPH to receive employer reports of COVID-19 outbreaks forwarded by local health departments and report outbreaks by industry on its website. The HPS II will conceptualize complex program strategies and demonstrate a high level of accountability in implementing AB 685 reporting mandates.

Special Requirements

Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May require occasional overnight travel within California (5%).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Plan, implement, and evaluate comprehensive statewide communications efforts regarding COVID-19 workplace outbreak reporting and prevention. Develop and update education and training materials for key stakeholders regarding workplace outbreak reporting requirements under AB 685 in a format relevant to each target audience. Conceptualize complex program strategies and demonstrate a high level of accountability in implementing AB 685 reporting mandates. Collaborate with partners to disseminate outreach materials to California employers, local health departments, and other key stakeholders.
- 25% Establish and maintain relationships with key stakeholder groups, including employers, labor representatives, local health departments, Cal/OSHA, and others. Develop and implement methods for conducting needs assessments and collecting feedback from stakeholders. Receive and respond to inquiries from internal and external partners and stakeholders regarding COVID-19 workplace outbreak reporting. May require overnight travel in California several times a year.
- 20% Work closely with CDPH Office of Communications staff to develop and maintain CDPH websites and communications related to COVID-19 outbreak data. Work with Occupational Health Branch (OHB) and Division of Communicable Disease Control data analysts to develop user-friendly visual presentations of workplace outbreak data, and utilize data to develop targeted communications and outreach campaigns. Consult with IT staff or contractors as needed for the development of dashboards or other graphical data displays.
- 10% Participate in OHB’s Communications Coordination Group (CCG), contributing to branch-wide stakeholder relationship building and communications activities. Provide consultation and support to other Occupational Health Surveillance & Evaluation Program and OHB activities as needed. Maintain and develop professional skills and knowledge in relevant areas, including CDPH requirements applicable to areas of expertise (e.g., ADA compliance of documents).

Marginal Functions (including percentage of time)

- 10% Participate in Department and Branch meetings and trainings. Perform 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	I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable
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have provided a copy of this duty statement to the employee named above.		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
HRD Use Only: Approved By: K. DeVore	Date 8/30/2021		