

## DUTY STATEMENT

Employee Name:	Position Number: 580-510-8336-XXX
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full Time
Working Title: Operations Program Specialist	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Operations Branch

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Women, Infants, and Children (WIC) Division's Operations Branch, the incumbent supports the branch chief who leads two sections and a unit that include WIC's budget and financial responsibilities, contract and business responsibilities, and workforce services.

The incumbent works under the general direction of the Operations Branch Chief, Staff Services Manager III (SSM III). The Health Program Specialist II (HPS II) serves as a highly skilled health professional who is responsible for leading and collaborative planning, development, and

coordination of complex management activities and projects to enhance and improve internal operations within the WIC Division. The incumbent works as a subject matter expert to research and gather information and data, evaluate alternative strategies, and provide management progress reports and recommendations in support of WIC operations and to implement initiatives intended to improve the quality of operation in the WIC Programs, Division, the Center for Family Health, and CDPH.

This position requires the ability to think clearly, analyze problems of the organization and take effective action; work under pressure and time constraints; handle changing priorities; establish cooperative working relationships; clearly and effectively communicate both orally and in writing (includes acting as the lead writer for grant proposals and other programmatic technical documents); and demonstrate a high degree of initiative, independence, and analytical skills. In addition, this position monitors and evaluates contracts for compliance with health regulations, which includes oversight of the WIC estimate packages and USDA State Plan, ensures compliance with state and federally mandated activities within the WIC Division as well as coordinates and prepares responses to assignments and drills from executive management. Manage complex health programs or projects; and represent the department in dealings with local, State, Federal and private jurisdictions.

### Special Requirements

- 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:

### Essential Functions (including percentage of time)

- 30% Works collaboratively with CDPH WIC Division staff, managers, and branch level leaders to plan, develop, and coordinate work on complex and highly visible health related projects, health program activities and to improve WIC operations, streamline processes, and document changes in procedures. Acts as a highly skilled, technical program consultant on projects critical to the department's basic mission. These efforts can include, for example, eWIC, WIC WISE & WIC App, Breastfeeding and Peer Counseling (BFPC), Farmers Market Nutritional Program (FMNP), Local Agency issues, Vendor Management efforts, Program Integrity and program risk management, and Policy and Planning initiatives. Gathers information and data, evaluate alternative strategies, and provide management progress reports and recommendations in support of WIC operations and to implement initiatives intended to improve the quality of operation in the WIC Division, the Center for Family Health, and CDPH. Develops detailed work and project plans, including appropriate project tracking tools; develops, establishes, and maintain project priorities; monitors and reports on activities

to ensure plan progress and completion by appropriate deadlines in support of staff, managers, branch level leaders and the WIC Senior Leadership Team.

- 20% Serves as a writer for division-wide documents such as the WIC estimate package (both the November Estimate and May Revision), the USDA WIC State Plan, grant applications, Budget Change Concepts and Budget Change Proposals, reports, internal health and non-health policies and procedures, forms, etc. Applies technical knowledge about writing conventions, different styles, and writing to different audiences.
- 20% Supports WIC Branch Chiefs, Assistant Division Chiefs, and Division Chief in assignments and drills, including sensitive issues and quick turnaround time requirements. Writes audit responses, coordinates audits, audit findings, and corrective action plans relating to internal audits, the annual CDPH Single Audit, USDA Financial Management Review, and other audits/reviews; manages responses from staff across the division.
- 20% Represents the WIC Division at meetings with CDPH management and other divisions that include Information Technology Services, Human Resources, Administration, and others, as needed. Work to manage timelines and resources, prioritize dependencies, develops, and recommends enhancements and new structures to address business needs for electronic government, and automation including emerging technologies. Apply process improvement tools to improve efficiency, increase accuracy, and overall quality of the Operations Branch and Division functions.

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

- 5% Performs other job-related duties as assigned.

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>HRD Use Only:</b> Approved By:	Date		