DUTY STATEMENT

Employee Name: [Name]
Position Number: 580-340-8313-012

Classification:
Health Education Consultant III (Specialist)

Tenure/Time Base:
Permanent/Full-Time

Working Title:
School-Based Health Center Consultant

Work Location:
1616 Capitol Avenue, Sacramento

Collective Bargaining Unit:
R19

Position Eligible for Telework (Yes/No):
Yes

Center/Office/Division:
Center for Healthy Communities

Branch/Section/Unit:
Injury and Violence Prevention Branch/
Unintentional Injury Policy and Program 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.

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 working to promote school-based health centers (SBHC) as a strategy to provide K-12 students much-needed medical, dental, and mental health services during the school day.

The incumbent works under the general direction of the Health Program Manager (HPM) II, Chief, Unintentional Injury Policy and Program Section of the Injury and Violence Prevention Branch (IVPB). The Health Education Consultant (HEC) III (Specialist) functions as a non-supervisory, highly skilled technical expert and statewide consultant on school-based health centers (SBHCs). The HEC III operates with a high degree of independence and is responsible for the development, planning,
organization, coordination, implementation, and evaluation of all health education and other programmatic aspects of the CDPH School-Based Health Center Program, specific to project work plan and deliverables. The HEC III support efforts to provide professional guidance and consultation to local health departments (LHDs) and local education agencies (LEAs) interested in SBHCs, along with specialized technical assistance in partnership with the California School-based Health Alliance (CSHA) and California Department of Education (CDE). The HEC III facilitates effective communication among state-level agencies and advocacy organizations to facilitate collaboration and alignment in support of primary prevention efforts. The HEC III collaborates with staff across IVPB including the Suicide Prevention team to share best practices for suicide prevention and strategies at SBHCs; directs health education-related policy and program development; and performs other duties as assigned.

This position will require minimal (5%) in-state and out-of-state travel, which may involve overnight stays.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: (5%) in-state and out-of-state travel, which may involve overnight stays.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

#### 35%
Coordinates the design, implementation and evaluation of statewide training and technical assistance programs; and develops health education program policies and procedures. Provides guidance and expert consultation to CDPH, CDE staff, as well as LHDs and LEAs in assessing statewide needs; identifies evidence-informed and evidence-based practices; develops logic models; develops and implements statewide communication plans; formulates action plans; and develops evaluation measures in the area of SBHC promotion. Develops funding formulas, performance expectations, and evaluation of local intervention projects, monitors contracts, and assures accountability for all funds expended.

#### 25%
Provides highly specialized technical assistance and training on complex and sensitive programmatic issues to state governmental agencies, and interested others, in both the public and private sectors. Ensures this same high level of technical assistance and consultation to selected regional and local agencies by providing training on related issues; by assisting in identifying local resources and collaborators; and guiding these entities in the development of appropriate strategies to promote expansion of, and support of, existing SBHCs.

#### 20%
Provides leadership on SBHC topics within CDPH by facilitating engagement; maintaining productive working relationships with other programs within the Department; fostering collaboration among state agencies and among local constituencies that address violence prevention; leading or facilitating workgroups; and presenting papers at relevant conferences, workshops and other forums for discussion. As needed, represents the Department and the
Director on issues related to School Based Health Centers; serves on advisory groups; and interfaces with relevant external advocacy organizations such as the California School-Based Health Alliance (CSHA).

10% Develops, implements, and administers, Requests for Proposals (RFPs) and Requests for Applications (RFAs) as well as ongoing fiscal and contract management; and conducts grant writing and other funding development activities.

5% Coordinates the preparation of programmatic reports for internal and external use; prepares or participates in the preparation of scientific papers issuing from the Injury and Violence Prevention Branch; and performs technical writing that supports the program, including legislative bill analyses, budget change proposals, internal policies and procedures, controlled correspondence, and other writing, as assigned.

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<th>Marginal Functions (including percentage of time)</th>
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<td>5% Perform other job-related duties as assigned.</td>
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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.)

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<th>Supervisor’s Name:</th>
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HRD Use Only:
Approved By: CW
Date 11/29/2022