

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-time
Working Title: Reproductive Freedom Health Equity Specialist	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Gender Health Equity Section / Reproductive Freedom and Abortion Access Unit

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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the direction of the Health Program Manager I (HPM I), in the Reproductive Freedom and Abortion Access (RFAA) Unit in the Office of Health Equity's (OHE) Gender Health Equity Section. The RFAA Unit focuses on reducing health disparities related to reproductive health and abortion access.

The Health Program Specialist I (HPS I) functions as a subject matter expert in the area of reproductive health equity and access, supports the design and implementation of California's Abortion Access website, and provides technical assistance, outreach, and education to various health disciplines and community agencies to coordinate services appropriately. The HPS I is a highly skilled technical program consultant expected to provide coordination of activities including program planning, implementation, and evaluation; communications; stakeholder engagement; interpretation of research and data; training; and contract and budget management.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Responsible for design and implementation of California's Abortion Access website. Provides recommendations for content in line with legislative mandates. Coordinates with stakeholders including nonprofit community-based organizations, local health departments, and contractors/grantees on required administrative functions relating to contracting. Provides consultation and subject matter expertise in reproductive health equity issues across CDPH and other agencies.
- 30% Leads stakeholder engagement with reproductive justice organizations in relation to the development and maintenance of California's Abortion Access website. Reviews, monitors, and evaluates fiscal and programmatic outcomes for California's Abortion Access website and coordinates with CDPH Offices including the Office of Legal Services, Legislative and Governmental Affairs, Information Technology, and others as needed. Serves as program liaison with the Governor's Office for California's Abortion Access website. Makes recommendations to the Unit Manager regarding the policies and resources needed to ensure ongoing program success. Represents the Office of Health Equity in internal CDPH meetings and assists in providing trainings and presentations on reproductive health equity and abortion access to support gender health equity capacity building of CDPH staff and staff from other departments and agencies, as needed.
- 15% Represents the Reproductive Freedom and Abortion Access (RFAA) Unit with local and state, and community gender health equity programs, agencies, organizations, and initiatives. Represents the RFAA Unit at internal and external meetings. Proactively reaches out to external stakeholders to develop and maintain positive working relationships and informs stakeholders of RFAA Unit direction. Assists with communications projects; supports the design, implementation, tracking, monitoring, and reporting of RFAA Unit activities; provides internal CDPH training and technical assistance efforts on reproductive and sexual health access topics; and maintains collaborative partnerships within CDPH and local organizations.

10% Represents the RFAA Unit at meetings and conferences and provides administrative and budgetary updates as needed. Assists in the preparation of legislative testimony and briefing materials for external stakeholders. Contributes to memoranda, issue statements, and reports to communicate critical program information to all levels of State government, county governments, and other parties interested in the work of the Initiative. Travels to oversee on-site reviews with stakeholders, grantees, and subcontractors and provides guidance as needed.

Marginal Functions (including percentage of time)

5% Performs 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 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

HRD Use Only:
 Approved By: EXA
 Date: 9/22/23