

DUTY STATEMENT

Employee Name:	Position Number: 580-011-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-time
Working Title: Local and Community Support Specialist	Work Location: Varies by region, to be determined upon hire
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch Integrated Planning 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.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

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 Resources' Job Descriptions webpage](#).

Job Summary

In close partnership with a multi-disciplinary team, the Health Program Specialist I (HPS I) will serve as the Local and Community Support Specialist (LCS Specialist). The LCS Specialist will facilitate local and community engagement and capacity building, with a specific focus on program development and coordination for the Community Health Assessment and Improvement Plan Technical Assistance Program under the California Strengthening Public Health Infrastructure Initiative (CASPHI). The incumbent will be responsible for providing highly skilled consultation,

technical assistance, and capacity-building activities to Local Health Jurisdictions (LHJs) to support the development, update, and alignment of CHA/CHIPs; facilitating local and community engagement to support alignment across state and local priorities and infrastructure; and conducting a variety of tasks related to day-to-day coordination of program activities and grant administration.

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by supporting efforts to strengthen and sustain local and community capacity to collectively advance the health and well-being of California’s people and diverse communities and promote health equity.

Under the general direction of the Health Program Manager II, OPP Integrated Planning Section Chief, the LCS Specialist will work both independently and collaboratively to support strategic alignment, integration, and shared implementation of state and local priorities, actions, and resources.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In- and Out-of-State travel up to 5% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

25% Integrated Planning and Strategy: Provide highly skilled public health strategy and program planning for the local and community engagement and capacity building work track. Provide program management and communications, including planning, coordination, implementation, evaluation, and reporting on work track activities, in accordance with leadership vision, legislative and funding requirements, and applicable public health accreditation provisions. Design and implement projects and activities to strengthen and sustain local community health improvement infrastructure and facilitate strategic alignment and integration between state and local priorities, strategies, activities, and resources. Build awareness and expertise on related health improvement models, frameworks, guidance, and innovative and best practices to inform program planning and development and support consultation services. Establish and maintain strategic collaborative relationships with individuals and entities at Federal, State, and local levels to inform identification and alignment of state and local community health improvement priorities.

25% Program Development and Coordination: Develop, manage, and maintain project portfolio, timelines and work plans in support of the Community Health Assessment and Improvement Plan (CHA/CHIP) Technical Assistance Program (TA) under the California Strengthening Public Health Infrastructure Initiative (CASPHI). Design and implement a periodic assessment process (e.g., survey, key informant interviews, and/or other mechanisms) to identify local CHA/CHIP status, capacity, and technical assistance needs. Analyze and apply data to inform development and deployment of a Technical Assistance Model to provide statewide and/or targeted CHA/CHIP supportive services and consultation to LHJs. Develop and oversee a local assistance allocation process to provide administrative and programmatic CHA/CHIP development TA. Perform contract development and management to procure vendors to support provision of capacity

building workshops, topical trainings, and/or convenings to advance local CHA/CHIP planning and infrastructure.

- 25% **Communications, Engagement, and Technical Assistance:** Organize, lead and/or work in collaboration with internal and external technical assistance partners to plan convenings, trainings, and community of practice forums to strengthen LHJ capacity to conduct CHA/CHIP activities. Develop materials and deliver presentations to build program awareness and launch a CHA/CHIP informational webpage to share accessible guidance, tools, templates, models, and frameworks for CHA/CHIP development and updates. Develop and execute processes to identify and elevate issues and barriers and share promising practices identified through local and community engagement activities. Apply continuous improvement strategies and lessons learned to enhance CHA/CHIP program strategy, planning, coordination, and delivery of TA services.
- 10% **Strategic Partnerships and Collaboration:** Establish and maintain productive strategic partnerships with other programs that conduct local-level engagement and capacity building activities – such as the Office of Health Equity (OHE), Regional Public Health Office (RPHO), and Office of Professional Development and Engagement (OPDE). Build awareness of related efforts and participate in meetings, workgroups, and opportunities to support alignment, coordination, and collaboration across local engagement and Technical Assistance (TA) efforts. Support mutually reinforcing activities to strengthen local health planning infrastructure.
- 10% **Program Administration:** Facilitate a variety of tasks related to day-to-day coordination of program activities and administration, including writing and reporting on grants; developing and managing contracts; processing invoices, purchasing, and service orders; and responding to and coordinating regular and ad hoc drills and assignments. Prepare, review, and respond to special requests, issue memorandums, policy and bill analyses, budget change concepts/proposals (BCC/Ps), Finance Letters, and funding proposals and makes recommendations to management about best course of action.

Available Headquarters Locations

Region	Counties	Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles, Orange, Ventura
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa, San Francisco, Santa Clara, Sonoma
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	Fresno, Kern
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Bernardino, San Diego

Marginal Functions (including percentage of time)

- 5% Travel to Sacramento or other CDPH offices, trainings, meetings or events may be required.

Other HPS I job-related duties as assigned.

<input type="checkbox"/> 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.		<input type="checkbox"/> 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:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: LaJuana Thompson

Date: Jan. 10, 2024