

DUTY STATEMENT

Employee Name:	Position Number: 580-302-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Limited Term/ Full-Time
Working Title: Community and Youth Engagement Specialist	Work Location: 1616 Capitol Ave. Sacramento, CA. 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Office of School Health

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 mission and strategic plan by partnering with education and health organizations at the state and local level to support the health, safety, and well-being of California's 7.5 million students, staff, and their communities in the state's 10,000 TK-12 schools. The Office of School Health (OSH) develops and disseminates scientific guidance and policies; supports school-based health centers; and facilitates collaboration between state and local education and health officials.

The Health Program Specialist II (HPS II), serves as the Community and Youth Engagement Specialist and works closely with TK-12th grade schools, education partners, vendors, and program specialists within OSH in student behavioral health and related programs. Facilitates behavioral health planning

activities, outreach, and engagement to plan for school-based prevention support and strategies identified in State Bill (SB) 326. Builds relationships specific to behavioral health between the OSH, vendors working in youth engagement, and education partners. Responsible for coordinating and collaborating with those planning state-wide behavioral health prevention efforts.

The HPS II works under the direction of the Health Program Manager II (HPM II), Chief of the OSH.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Leads community and youth engagement activities on behavioral health issues involving TK-12th grade students and their families, also focusing on culturally responsive behavioral health promotion, risk reduction, and recovery. Leads an interdisciplinary team of program specialists, external partners, and consultants to conduct youth engagement activities including focus groups, listening sessions, surveys, key informant interviews, and other activities to support population-based behavioral health prevention activities and programs. Aligns program and funding proposals with public health best practices, leads strategic planning, communications, and implements the integration of behavioral health practices through community engagement, training, and technical assistance. Supports behavioral health programs by implementing prevention strategies tailored to diverse populations and manages program deliverables and quality improvement initiatives.
- 30% Initiates and maintains outreach to support capacity building for TK-12th grade educators and program staff by coordinating webinars, trainings, speaker engagements, and facilitates resource groups to integrate best practices in youth engagement activities that promote diversity, equity, inclusion, and belonging in youth behavioral health programs and activities. Builds expertise in evidence-based strategies for supporting youth behavioral health, leads special projects to advance population-based behavioral health initiatives, and utilizes data to monitor program success. Fosters collaboration with other programs and state agencies, representing the department in school health discussions and engaging with external advocacy organizations to promote school-based health initiatives.
- 15% Fosters inclusive relationships with internal and external partners, staying updated on behavioral health research, policy, and legislative changes to ensure effective development and

implementation of new policies, programs, and initiatives. Tracks initiatives from inception to execution, providing status updates and recommendations to leadership on any challenges encountered. Oversees workgroups, collaborates on program development, provides technical assistance, updates policies and procedures, and conducts research to support OSH priorities, producing documentation for various audiences and ensures all materials are accurate and accessible.

- 10% Provides ad-hoc consultation to OSH, local health jurisdictions, universities, and behavioral health departments, assisting them and their community partners in planning public health strategies and school-based prevention supports that promote behavioral health and align with State Bill (SB) 326. Facilitates communication with local agencies and universities, conducting policy and programmatic analyses, and managing Requests for Proposals (RFPs) and Requests for Applications (RFAs) while overseeing fiscal and contract management. Prepares reports and scientific papers, engages in technical writing for legislative analyses and internal policies, and contributes to various documentation efforts to support the program's objectives.

Marginal Functions (including percentage of time)

5% 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 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: WS

Date: 7/2025