

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Limited-Term / Full-Time
Working Title: Health Equity Lead	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Behavioral Health and Equity Branch Children and Youth Behavioral Health 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 Resources 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 Office of Health Equity (OHE) was established, as authorized by Section 13109.5 of the California Health and Safety Code, to provide a key leadership role in reducing health and mental health disparities to vulnerable communities.

The incumbent works under the direction of the Health Program Manager II (HPM II), Chief of the Children and Youth Behavioral Health Section (CYBHS) in the Behavioral Health and Equity Branch (BHEB). The Health Program Specialist II (HPS II), Health Equity Lead, is responsible for leading the development and implementation of a statewide program associated with the BHEB. The HPS II works closely with other BHEB staff and contractors to develop a community led and informed, behavioral health program.

The incumbent is also responsible for leading program efforts in mental health policy direction and culturally responsive guidance to various constituency groups and key decision makers on addressing

health and mental health disparities and inequities for racial, ethnic, and multicultural communities. The incumbent will be overseeing the development and production of communications, ensuring that the messaging sent out is appropriate for the intended audience and reflective of equity, diversity, and inclusiveness of communities served. As needed, provides high-touch mental health technical assistance and direction to local health and mental health departments, Tribal leaders, community-based organizations, and key stakeholders. The incumbent may be responsible for writing contract requests for proposals, organizing contract applications scoring teams, and providing direction to contracted staff.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 15%
- ☐ Bilingual:
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Works in collaboration with community partners and in coordination with CYBHS program management and contract partners to launch the program focused on raising behavioral health. Leads, plans, and facilitates a community collaboration workgroup comprised of the CDPH OHE and Office of Suicide Prevention, California Office of the Surgeon General, community-based organizations, and community advocacy groups in order to plan, develop, implement, and evaluate, using a continuous quality improvement framework. Conducts and participates in meetings and teleconferences with staff and management from CDPH, California Office of the Surgeon General, and California Health and Human Services Agency, related to tasks associated with the Children and Youth Behavioral Health Initiative (CYBHI), mental health prevention and early intervention efforts, and growing community defined evidence practices. Attends high-level meetings and provides input and recommendations on reducing health and mental health inequities for youth as well as unserved, underserved and inappropriately served diverse communities with limited access to mental health care. Represents the CDPH and participates in or leads workgroups at external meetings on health and mental disparities to include community-based organizations, counties, multicultural organizations, advisory committees, internal divisions, councils, state and local units of government, and commissions as required.
- 25% Works with a team of multidisciplinary staff in the development of multicultural and multilingual advertising, public relations and/or social marketing strategies tied to CYBHI public education and change campaigns. Works closely with the media contractor in the development of a communications plan and campaign strategy to educate the general public and youth in reducing stigma and increasing behavioral health literacy to normalize health seeking behaviors. Partners with other CDPH staff and offices on outreach strategies and platforms for conveying messages to strengthen engagement with diverse audiences, media, and communities. Oversees the development and production of communications in CYBHS and ensures all forms of outgoing communications are of high quality, appropriate for the intended audience, and reflective of equity, diversity, and inclusiveness of all communities served.

Monitors performance measures to assure that the OHE communication objectives are achieved.

- 20% Plans, prepares, coordinates, and participates in procurement processes including requests for proposals, requests for applications, and requests for information. Develops solicitations, proposal review processes and documents, and negotiation protocols and guidelines. Participates in scoring, negotiating, and approving funded projects and contracts. Manages contracts and various agreements, including scopes of work, deliverables, and budgets for contracts, and implements contract budget changes when appropriate. Supports the Branch and Section Chief and other staff with strategic planning, budget development, and program management on new and ongoing projects involving multiple funding sources and funding guidelines. Tracks, monitors, and develops legislative proposals, bill analyses, issue memos, correspondence, federal and state grant applications, and reports related to eliminating racial/ethnic disparities. Coordinates these efforts with appropriate offices including the Office of Legislation and Governmental Affairs, the Office of Legal Services, and the Office of Communications.
- 20% Represents and participates in cross-sectorial committees and review teams to ensure cultural and linguistic competencies are included in the design, implementation, and evaluation of various programs and policies. Supports the development and execution of a cross-center communications plan, with agreed upon priorities and timelines, that support end-users and promotes the work of OHE and its Branches and increases the visibility of educational outreach, scientific research findings, and programmatic activities. Develops detailed work plans and establishes and maintains project priorities. Monitors, and reports on activities relevant to joint projects and facilitates and supports crosscutting projects that further collective action. Works in collaboration with other CDPH staff and offices to embed a health equity lens for eliminating racial and ethnic mental health disparities and inequities specifically around Mental/Behavioral health. Coordinates the development of goals, objectives, and strategies to implement projects of high priority to OHE and other CDPH Centers/Divisions/Offices (CDOs). Provides mental health technical expertise and works in partnership with state departments, counties, and community agencies to integrate cultural and linguistic responsive policies and strategies across systems. Actively engages and interfaces with various stakeholder groups.

Marginal Functions (including percentage of time)

- 5% 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: HD

Date: 07/2025