

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-8181-909
Classification: Nurse Consultant III (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Nurse Consultant III (Specialist)	Work Location: 1615 Capitol Avenue, Sac. East End Complex
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Maternal/Infant Health Branch / Perinatal Equity 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 reduce disparities in birth outcomes to achieve health equity across California.

The incumbent works under the general direction of the Health Program Manager II of the Perinatal Equity Section. The Nurse Consultant (NC) III (Specialist) is responsible for providing complex nursing consultation and technical assistance, in a culturally sensitive manner, to local Black Infant Health (BIH) Coordinators, Maternal, Child and Adolescent Health (MCAH) directors and key personnel in the Local Health Jurisdictions (LHJs), as assigned, for the planning, development, coordination, implementation, and evaluation of BIH and other Title V programs housed within the Maternal and Infant Health Branch of the MCAH program. The incumbent has lead responsibility for the BIH

program and related projects and will provide non-supervisory highly skilled technical consultation to other nurses and technical staff for the tasks performed related to the operations of the BIH program and/or project. The NC III (Specialist) provides oversight of BIH and/or other Title V programs in assigned LHJs and monitors and evaluates their compliance with BIH and/or MCAH policies, procedures, and program standards. Travel up to 5% in and out of State.

Special Requirements

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

Essential Functions (including percentage of time)

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| 35% | Provide complex nursing consultation and technical assistance to BIH program activities for the planning, development, coordination, implementation, and evaluation of the BIH Program and MCAH Title V state-based programs; function as the BIH program non-supervisory highly-skilled technical consultant for other nurses and technical staff related to the BIH program operations; provide technical consultation to local MCAH Directors and their key personnel, nursing staff, and other health professional staff. |
| 20% | Provide clinical oversight for the BIH program, and other MCAH Title V programs in assigned LHJs and monitor their compliance with policies, procedures, Scopes of Work, reporting requirements and program standards; gather, analyze, and interpret program data and recommend appropriate action; provide recommendations for program improvement; develop standards and guidelines for state-based program services; provide oversight for measurement of clinical outcomes of programs; provide verbal and written reports to management related to BIH and/or MCAH Title V programs, projects, contracts, and policy issues. |
| 15% | Review Agreement Funding Applications and provide feedback and technical assistance to key personnel in the BIH LHJs; evaluate annual and quarterly reports to determine progress made in meeting identified needs and provide comments and recommendations back to personnel, BIH Coordinators and MCAH Directors in the LHJs; prepare, monitor, and evaluate contracts for compliance with policies, procedures, and regulations; develop Requests for Applications, Requests for Proposals, and Budget Change Proposals as assigned; review and analyze laws, regulations, and proposed legislation; responsible for providing oversight of contractors to ensure timelines are met and that the quality of deliverables meets program standards. |
| 15% | Participate as a non-supervisory lead with conducting evaluations of the BIH program and/or other MCAH Title V programs in the LHJs; ensure program consistency and standardization; provide nursing oversight for the orientation and training of program staff in the LHJs to update their knowledge and promote best practices and evidence-based outcomes; develop training materials for orientation and educational purposes. |

- 10% Work with other State departments and community agencies to develop partnerships, coordinate health services, and implement health programs; serve as liaison to provider groups and stakeholders; disseminate program information, prepare and give presentations for professional meetings and conferences; and represent the Department in dealings with Federal, State, local and private jurisdictions.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as assigned.

☐ 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: Niambi N. Lewis	Date 8/8/2024	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: AG

Date: October 09, 2024.