

DUTY STATEMENT

Employee Name:	Position Number: 580-520-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Consultant	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Maternal, Child and Adolescent Health	Branch/Section/Unit: Child and Adolescent Health Branch California Home Visiting Program Program Quality and 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 Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by increasing equity and promoting health and wellness. In particular, the position supports the California Home Visiting Program (CHVP), a statewide program aimed at promoting positive parenting and child development through evidence-based and innovative home visiting models. Supported by decades of research, home visits by a trained professional during pregnancy and in the first few years of life improves the lives of children and families by preventing child abuse and neglect, supporting positive parenting, improving maternal and child health, and promoting child development and school readiness. Giving children a solid start in their first few years of life increases the opportunity for them to have a brighter and more prosperous future.

The incumbent works under the general direction of the Staff Services Manager II (SSM II) of the CHVP Program Quality and Equity Section in the Child and Adolescent Health (CAH) Branch. The

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Health Program Specialist II (HPS II) functions as a highly-skilled lead program consultant and is responsible for assisting in the planning, coordinating and administering of the CHVP. The incumbent performs duties relating to all aspects of CHVP program administration, including program planning, development and oversight, program quality assurance, technical assistance, conducting needs assessments, grant proposal development, and contract and fiscal management. The incumbent will also serve as the lead program consultant for CHVP's federal Maternal, Infant and Early Childhood Home Visiting (MIECHV) program grant, and will be responsible for coordinating all grant activities, including report writing and submission.

This position requires the incumbent to function independently as well as within a team; communicate effectively; facilitate group processes for resolution of issues; provide effective consultation/technical assistance; and maintain/develop skills related to home visiting. A high degree of initiative and attention to detail as well as tact and sensitivity are required for this position.

Occasional travel for site visits and to attend meetings, trainings, and conferences is required.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% As a lead Program Consultant, provides effective consultation/technical assistance to local health jurisdictions implementing evidence-based and innovative home visiting programs. Develops, monitors, and manages scope of work deliverables, policies and procedures, outreach, continuous quality improvement processes, systems integration processes, and other administrative and programmatic activities. Works closely with other members of the CHVP Section team, and other teams within CDPH. to provide support. Serve as the lead program consultant for CHVP's federal MIECHV program, including coordinating and executing deliverables, writing and submitting federal reports and action plans, and all other grant requirements. Conducts site visits as needed.
- 30% Leads CHVP and works collaboratively with the Program Evaluation and Data Systems (PEDS) Branch in collecting data and evaluating local agency activities around evidence-based and innovative home visiting programs. Develops highly visible and sensitive ongoing reports and presentations on CHVP progress. Leads and facilitates cross-functional work groups and meetings with internal and external partners and local agencies. Develops responses to federal, state, agency, department, center, and division reporting drills on behalf of CHVP. Represents CHVP in stakeholder meetings. Ensures that CHVP's activities and products align with federal, state, agency, department, center, and division goals and priorities.
- 25% With a high level of expertise, develops competitive solicitation processes for innovative home visiting projects as well as the scope of work and budget, program policies and procedures, and recommendations related to the overall program design, development and implementation. Provides policy expertise and analysis, bill analysis, Budget Concepts, Budget Change Proposals, and interagency agreements under tight deadlines.

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Marginal Functions (including percentage of time)

5% Performs other job-related duties as needed.

☐ 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: 08/2025