

DUTY STATEMENT

Employee Name:	Position Number: 580-520-8338-909
Classification: Health Program Specialist I	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 Division	Branch/Section/Unit: Maternal Infant Health Branch Perinatal Equity Section Perinatal Equity Initiative Unit

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 improving African American maternal and infant health outcomes.

The incumbent works under the direction of the Health Program Manager I of the Perinatal Equity Initiative Unit (PEI) and functions as a program consultant, providing programmatic support to PEI by managing a caseload of PEI counties, providing technical assistance to those counties, and providing expert technical assistance related to the reduction of health disparities in underserved/under-resourced populations, specifically the African American population. The Health Program Specialist I (HPS I) collaborates with Maternal, Child, and Adolescent Health (MCAH) program consultants, Epidemiology Research Scientists, and other state agency partners and stakeholders in identifying and decreasing health disparities. The HPS I ensures coordination with related Title V activities and integration of Title V MCAH priorities as appropriate and provides additional Title V related support as needed to ensure alignment of program goals. Up to 10% travel (in and out of state) is required.

Confidential - Low

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Provides highly skilled program consultation and technical expertise to PEI and Perinatal Equity Section for the development and implementation of program standards to promote and ensure optimal program outcomes. Provides direct consultation, coordination, and highly skilled technical assistance to local PEI partners and subcontractors to ensure efficacy and adaptability of model implementation. When necessary, travels to PEI sites to assist with contract negotiations and monitoring for performance compliance. Leads collaboration with other MCAH Division staff and consultants in the planning, organizing, and implementation of the PEI evaluation, which assesses, monitors, and tracks project efforts to reduce African American infant mortality and improve the health of Black pregnant and parenting women, infants, and children.
- 20% Plans, organizes, and prepares official correspondence, reports, papers, and articles including, but not limited to, Program Policy Alerts, written policies and procedures, program Scope of Work, program descriptions/summaries, legislative bill analyses, and position statements. Reviews, monitors, and evaluates intervention fidelity and compliance with PEI requirements.
- 20% Works collaboratively with a multi-disciplinary team to research and standardize service interventions with the most promise for reducing African American preterm births and infant mortality. Remains knowledgeable regarding current best practices in public health performance management and program implementation. Maintains professional competence by continual review of evaluation, quality improvement, and MCAH Division and public health programming and implementation literature. Serves on various workgroups and taskforces to accomplish program goals. Works in collaboration with and provides technical assistance and consultation to other MCAH direct service programs and CDPH partners, such as the California Home Visiting Program and Adolescent Family Life Program.
- 15% Supports PEI sites in their outreach and education efforts regarding birth outcome inequities. Reviews progress reports, conducts technical assistance visits, and provides contract oversight, training, and general technical assistance. Assists with the development of grant applications for the purpose of securing funding for the CDPH. Additionally,, provides program expertise and guidance with Title V duties, such as the five-year needs assessment, progress reports, and the Title V grant application.

Marginal Functions (including percentage of time)

- 5% Performs 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: 08/2025