

DUTY STATEMENT

Employee Name:	Position Number: 580-510-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full Time
Working Title: Local Support Program Specialist	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Services Branch / Local Support Section / Local Communications 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 inclusiveness, 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Local Services Branch, the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve the Women, Infants, and Children (WIC) program participants.

The incumbent works under the direction of the Chief, Local Support Section (LSS), Staff Services Manager II (SSM II). The Health Program Specialist I (HPS I) functions as a highly skilled technical

program consultant for LSS within the Local Services Branch, working collaboratively with a multi-disciplinary team to liaise with WIC local agencies and statewide partners. The HPS I will perform a variety of tasks related to the health program administration of the WIC Division including oversight of division efforts to increase program participation and improve communication. The HPS I will perform duties that include confidential and sensitive departmental and program issues, coordinating WIC Division statewide projects, and working closely with other CDPH offices and external stakeholders. The HPS I is responsible for the more complex, programmatic, administrative, and fiscal tasks related to formal collaborations with local agency partners to ensure the implementation of local agency goals and activities. The HPS I must possess outstanding interpersonal and 90communication skills and demonstrate the ability to work independently and as a member of a team. The HPS I must exhibit an ability to think clearly, analyze problems, take effective action, work under pressure and time constraints, handle changing priorities, and establish cooperative working relationships, in a dynamic environment to successfully perform assignments while following established protocols and procedures. Statewide travel up to 10% of the time.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Statewide travel up to 10% of the time, with possible overnight stay(s)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Represents the WIC Division at all local agency regional meetings, summarizes information discussed, documents, and tracks trending WIC local agency questions, issues, and concerns. Presents local agency topic trends at various WIC Division and Local Services Branch (LSB) meetings. Serves as a liaison between local agency region meeting representatives and WIC Division staff to coordinate agenda topics and guest presenters. Maintains the local agency region meeting calendar. Oversees the maintenance and access approvals for the WIC Local Agency SharePoint Site (LASS). Develops or revises job aids, tools, resources and forms used by WIC local agencies and posted on LASS. Ensures all other WIC Division documents and calendars on LASS are updated and contain accurate information. Develops procedures for WIC Division staff for reviewing, approving and posting documents on LASS.
- 30% Coordinates and facilitates orientations and trainings for new local agency WIC Directors. Maintains the Directory of local agency WIC Directors, and informs WIC leadership and LSB staff of any new, interim, or departing WIC Directors. Develops internal procedures for various LSB functions to ensure consistent processes are implemented. Communicates new or revised

processes and procedures with LSB staff. Leads LSB special projects, organizes workgroups, and manages timelines in collaboration with LSB and WIC Division staff.

- 25% Oversees the timely execution and renewal of the WIC Division's contract with the California WIC Association (CWA). Attends CWA monthly Board meetings, documents and tracks WIC local agency questions, issues, and concerns. Provides ongoing support to the Local Communications Team by planning and organizing various internal WIC Division and LSB meetings by preparing agendas and facilitating meetings. Assists in coordinating monthly WIC Director Calls and other meetings with WIC local agencies by working with WIC Division staff to prepare agendas, PowerPoint slide presentations, establish timelines, leads the review process, sends out meeting announcements, assists with facilitating the meetings, and compiling survey feedback. Reviews and sends out timely communications, such as the WIC Information Notice (WIN) to WIC local agencies. Disseminates pertinent WIN information to LSB staff. Monitors the communications email inbox and daily confidential participant communications and tracks the timely completion of tasks.

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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: AG

Date: September 18, 2025.