

DUTY STATEMENT

Employee Name:	Position Number: 580-310-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Limited Term/Full-Time
Working Title: Fitness & Mental Well-being Council Specialist	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Nutrition and Physical Activity Branch/Research, Evaluation, and Special Projects 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 providing leadership, direction, and technical consultation to the California Governor's Advisory Council on Physical Fitness and Mental Well-being (Fitness Council) promoting health and wellness.

The incumbent works under the direction of the Chief of the Research, Evaluation, and Special Projects Section. The Health Program Specialist (HPS) I is responsible for providing procurement support and assisting the Fitness Council Coordinator in day-to-day operations of the Fitness Council. The HPS I ensures that Fitness Council's public awareness activities adhere to Departmental policies and

receive the proper approvals prior to implementation. The HPS I assists in coordinating and facilitating trainings, meetings, conferences, and activities with council members, the First Partner's Office, governmental staff, other state agencies, and associations. Occasional work outside normal business hours and on weekends may be required to attend events.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Provides research and technical expertise to the Fitness Council Coordinator and executive staff on policies and new program development to guide the Fitness Council's direction, including policy analysis of proposed and existing policy, and developing recommendations for policy direction, priorities, and program revisions. Reviews and analyzes stakeholder input/feedback in the development and/or modification of policy as it relates to Fitness Council priorities. Responsible for coordinating relative research and evaluation projects in support of the goals and objectives of the Fitness Council. Participates in the planning of Fitness Council-sponsored meetings, trainings, and conferences. Develops, coordinates, and facilitates regular trainings, logistics, meetings and information learning sessions with communities, stakeholders, and the Council's subcommittees. Works with Fitness Council members and partners to coordinate training and meeting content, evaluation plans (content, format, and communications), and select appropriate strategies. Identifies measurable learning outcomes and evaluates activities to ensure sessions are delivered in an engaging, effective, and positive learning environment. Uses software to ensure statewide participation. Ensures assigned tasks are completed in a timely manner to support progression of Council activities. Works with executive-level staff to support and build Council partnerships, ambassadors, and collaborative relationships to advance the mission of the Council.
- 35% Works with the Fitness Council co-chairs and members, First Partner's Office, Governor's Office, California Health and Human Services Agency, Department of Health Care Services, and other State Departments to promote the Fitness Council's work. Articulates the Fitness Council's vision, priorities, goals, and strategies including logistics, reporting, and evaluation requirements. Reviews and updates Fitness Council's ongoing communications resources (fact sheets, social media posts, etc.). Ensures timely documentation, evaluation, and completion of activities, trainings, and projects identified by subcommittees. Analyzes data gathered for evaluation to improve communication and provide recommendations to management. Coordinates communications initiatives, including developing, pilot testing, producing, and evaluating messages, materials, and resources. Works with Fitness Council and First Partner's Office to ensure that the appropriate processes are utilized in the development and implementation of new messages and campaigns. Develops, evaluates, and executes the Fitness Council's communications strategy, with branding and marketing activities, creating PowerPoint presentations and talking points, and uses available and

innovative resources. Collaborates with media and conference services contractors to achieve communications protocols and platforms. Researches existing and emerging communication mediums and platforms to engage target audiences.

- 25% Works with the Department's Administration Division to provide consultation and facilitation in the development, release, and award of departmental solicitations including Requests for Proposals (RFPs), Requests for Applications (RFAs) or Invitation to Bid (IFBs) for activities. When applicable, reviews bid packages and provides recommendations to the Council. Develops Scopes of Work (SOW) and monitors contractor compliance and service requests; and resolves and responds to fiscal related matters. Develops program guidance materials, policies, and procedures that support the goals and meet the needs of contractors and grantees. Monitors contracts and provides technical assistance to ensure delivery of scope of work, processes invoices, and tracks budget expenditures. Participates in and provides feedback on cross-Departmental workgroups and initiatives.

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: DN

Date: 09/2025