

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-230-8338-001</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Emergency Training Specialist	Work Location: 1615 Capitol Avenue, Sacramento CA, 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness & Response	Branch/Section/Unit: Planning, Recovery, Evaluation Branch Planning, Recovery and Evaluation Section, Exercise and Evaluation 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 Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by coordinating the development and maintenance of CPR's emergency management training program and plans, ensuring the implementation of activities related to emergency management training and providing good customer service.

Under the direction of the Exercise and Evaluation Unit Staff Services Manager I (SSM I), the Health Program Specialist I (HPS I) performs complex, high-level coordination of emergency preparedness and response training plans and leads their development, maintenance, and updates. The HPS I

collaborates with CPR and CDPH stakeholders involved in emergency preparedness and disaster response to ensure a coordinated, multidisciplinary training effort in support of response efforts and participates as a member of one or more of the California Department of Public Health (CDPH) Incident Response Teams (IRT), assisting with procedural updates and participating in training and exercises with other team members. The incumbent is responsible for and will support the development of emergency preparedness and response training plans, including the supporting implementation of the CPR and CDPH multiyear integrated preparedness plan, and must have knowledge of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), the State emergency response structure, and Federal, State, and local emergency preparedness and response training resources, and authorities.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

### Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 40% Develops, coordinates, and leads development, maintenance and implementation of CPR's emergency preparedness and response training plans and program. Leads planning efforts in coordination with the other units within CPR, other Centers within CDPH, California Governor's Office of Emergency Services (Cal OES), other State agency partners, federal response partners, and operational area stakeholders. Works with subject matter experts to identify training needs; lead and/or assist with the development of training curricula and associated materials; identifies and arranges external emergency management training opportunities; works with the Strategic Planning, Policy and Training Section (SPPTS) of CPR to coordinate scheduling, meeting logistics, training record management. Ensures funding-related deliverables related to emergency management training are achieved. Provides technical assistance and guidance to CPR and CDPH program staff on training and training resources available to address emergency management capabilities. Promotes training opportunities where appropriate. May assist in providing trainings to stakeholders and other partners, such as local health jurisdictions. Serves as a subject matter expert and lead for various types of training; utilizes data gathered from exercises or real responses to assess and address gaps in emergency management training; makes appropriate training recommendations to management. Develops and provides recommendations to management on high-level, complex solutions to mitigate any existing gaps in training.

- 25% Monitors and evaluates the effectiveness of training programs through assessments, feedback, and performance metrics; maintain training records in coordination with SPPTS and the Medical Health Coordination Center (MHCC) Gathers and analyzes complex data regarding various hazards and utilizes data to update training plans and curricula in coordination with subject matter experts. Develops and provides recommendations to management on high-level, complex solutions to mitigate any existing gaps. Formulates recommendations that impact program and policy areas, develop alternatives, solutions, and recommendations to management, and other state, federal, and local entities. Provides expertise and prepares documents, including complex reports and tables, for dissemination and/or publication on the department website by ensuring that they are clear and concise. Establishes and maintains extensive knowledge of the SEMS, the National Incident Management System (NIMS), the California Public Health and Medical Emergency Operations Manual (EOM), the state emergency response structure as outlined in the California State Emergency Plan (SEP), local, regional, state and federal emergency preparedness and response plans, resources and authorities and adult learning styles and methodologies. Supports the implementation of the Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants through training and exercise initiatives.
- 15% Oversees and leads multiple projects in an organized manner. Projects may include planning, training, tracking, reporting, outreach, and/or exercise development. Defines project scope and approach. Sets objectives, deliverables, and steps to meet deliverables, and defines the project schedule. Develops reasonable timelines with team members and ensures that projects are completed in a timely manner. Updates management on the status of projects, including any barriers/risks to completing the project on time and any critical items that must be completed before proceeding with the project(s). Monitors progress, determines the impact of any delays, and communicates and/or escalates any issues to management immediately.
- 15% Travels to attend meetings and participates in workgroups on behalf of the CPR related to public health emergency preparedness and response training issues. Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills. Attends/participates in workshops, conferences, and local site visits.

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**Marginal Functions (including percentage of time)**

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- 5% Other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

☐ 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: AC

Date: 5/2025