

**DUTY STATEMENT**

Employee Name:	Position Number: 580-230-8338-016
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Local Emergency Preparedness Coordinator	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/ Local Emergency Preparedness Section/ Local Preparedness 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats through serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing good customer service.

The Health Program Specialist I (HPS I) works under the direction of the Staff Services Manager I (SSM I) of the Local Preparedness Unit (LPU). The incumbent acts as a skilled technical program

consultant, coordinating the development and implementation of their portion of 58 local public health jurisdictions' (LHJs) emergency preparedness programs, supported with both federal and state funds, and performing complex, high-level analysis of these programs and their performance measures. The HPS I serve as a subject matter expert (SME) providing technical program consultations to LHJs on Public Health Emergency Preparedness (PHEP), Hospital Preparedness Program (HPP), and Pandemic Influenza (Pan Flu) emergency preparedness programs.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: The incumbent may, on occasion be required to work outside core business hours, travel, and transport up to 50 lbs.

### Essential Functions (including percentage of time)

- 40% The HPS I, in coordination with the Contract Manager, reviews their assigned LHJs emergency preparedness annual application work plan to ensure it meets federal and state programmatic requirements. In coordination with the Contract Manager, reviews their assigned LHJs programmatic requests to purchase items or services to determine if the purchase is an allowable expense. The HPS I gathers, analyze and organize data related to programmatic progress of their assigned LHJs work plan and corresponding performance measures. The HPS I communicate annual performance measures, programmatic deliverables, and reporting requirements, and provides consultation, technical assistance, and training to their assigned LHJs as needed to assist LHJs in completing requirements. Collects and collates annual performance measures, programmatic deliverables, and reports from their assign LHJs. The HPS I tracks, monitors, and applies current local, State and Federal policies on public health emergency preparedness and healthcare preparedness and is responsible for informing the SSM I of changes that may impact LHJs emergency preparedness programmatic progress. Develops communications to inform LHJs of programmatic requirement changes. Prepares regular programmatic reports on their assigned LHJs emergency preparedness programs and presents the reports to the SSM I, identifying examples of best practices, LHJ challenges, and concerns.
- 20% The HPS I is responsible for establishing and maintaining working relationships with local, regional, and state emergency planning experts in the public health and healthcare sectors. Reviews their assigned LHJs preparedness and response plans to provide technical assistance and feedback to improve the LHJs emergency preparedness program. Monitors and collaborate with their assigned LHJs to identify gaps in preparedness and response capabilities set out by PHEP and HPP funding, and strategies to minimize the identified gaps and impact they could have on the LHJ during a potential public health emergency. Acts as a liaison between LHJs and the State to assists in minimizing emergency preparedness gaps identified as the responsibility of the LHJ and reports State level gaps to the SSM I.

20% Initiates, coordinates, prepares materials, and conducts annual site visits of their assigned LHJs to review and report programmatic progress. Provides programmatic technical assistance during the site visit and prepares and distributes site visit reports to the SSM I and LHJs. Attends Federal and State training as required by the Center for Preparedness and Response and the SSM I. Attends LHJ emergency preparedness meetings, training, and exercises and reports observations and recommendations regarding the LHJ’s programmatic progress to the SSM I. Initiates, coordinates, prepares materials, and conducts regular regional meetings with assigned LHJs and facilitates discussions on improving public health emergency preparedness and healthcare preparedness for potential events and threats.

15% Analyzes annual programmatic progress reports and capability planning guide assessments with regard to identifying areas that need improvement toward meeting local, state, and federal preparedness requirements. Reports the identified areas for improvement to the SSM I and provides recommendation(s), resources, training, and/or tools to resolve the gaps in the LHJ’s emergency preparedness program. Communicates best solution to the LHJ and tracks and measures effectiveness of the recommendation.

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

5% Performs 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 to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an 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: 10/2025