

DUTY STATEMENT

Employee Name:	Position Number: 580-300-8336-XXX
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: CHC Executive Coordinator/Liaison	Work Location: 1616 Capitol Ave Sacramento, 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: CHC/Center Office	Branch/Section/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 serving as a highly skilled, technical project manager and integral component of the Center Office staff with the responsibility to provide guidance and expertise to assist the Deputy Director in the coordination of administrative, policy, and program issues.

The incumbent works under the direction of the Deputy Director (DD), Center for Healthy Communities (CHC). The Health Program Specialist (HPS) II serves as the CHC Leadership Assistant and project manager in technically complex and politically sensitive special projects as well as administrative activities assigned by the DD. This position supports and advises the DD regarding public health policy program development related to CHC. The HPS II maintains open and ongoing

communication with CDPH management and internal/external partners for the Centers/Division/Offices (C/D/Os) to enable effective coordination between the DD, California Health and Human Services Agency (CalHHS/Agency), CDPH Directorate and the Governor's Office.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Serves as a senior-level consultant and project manager on technically complex, sensitive, and cross-cutting public health initiatives that are critical to the Department's mission. Leads the design, planning, and execution of multi-sector projects and policy initiatives ensuring alignment with Departmental priorities and strategic goals. Represents the Center in high-level meetings with internal and external stakeholders and coordinates the development of project scopes, timelines, and deliverables, and ensures accountability through effective coordination and communication.
- 20% Responds to sensitive and high-priority inquiries from internal leadership, legislative bodies, and external partners. Prepares comprehensive policy briefs, legislative summaries, and executive-level correspondence. Develops visually compelling and publication-ready materials—including charts, templates, and reports—using advanced Microsoft Office tools. Conducts in-depth research and analysis to support informed decision-making by Center and Department leadership.
- 25% Leads and facilitates strategic meetings with Department executives, local health jurisdictions, and community-based organizations. Develops meeting agendas, presentations, and summary reports that drive action and accountability. Cultivates and maintains collaborative relationships across Centers, Offices, and external partners to advance integrated public health strategies and foster innovation in program delivery.
- 20% Evaluates and supports internal business operations and administrative workflows to improve efficiency, compliance, and service delivery. Reviews and refines policy documents, reports, and Action Requests for clarity, consistency, and alignment with Departmental standards. Provides high-level operational support to Center leadership, including travel coordination, calendaring, and timekeeping. Offers technical and procedural guidance to staff and contributes to the development of internal process improvements. Provides administrative and operational support to Center leadership including travel arrangements, calendaring, timekeeping coordination.

Marginal Functions (including percentage of time)

5% Preforms other 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: DN

Date: 10/25