

DUTY STATEMENT

Employee Name:	Position Number: 580-352-8195-XXX
Classification: Nurse Consultant II	Tenure/Time Base: Permanent/Full-time
Working Title: Childhood Lead Poisoning Prevention Nurse Consultant	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch/Care Management Section – Oversight of Contracted Local Health Jurisdictions

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 working to protect California children from lead poisoning and the adverse effects from exposure to lead.

The incumbent works under the general direction of the of the Public Health Medical Officer (PHMO) III, Chief, Care Management Section (CMS) – Oversight of Contracted Local Health Jurisdictions the Nurse Consultant (NC) II provides complex, difficult, and sensitive nursing and program consultation.

The NC II will provide case management review related to children with lead poisoning. The NC II will manage outreach partnerships with other State agencies; oversee quality assurance assessment of local programs; develop and coordinate the training of healthcare staff and program coordinators in the appropriate management of children with lead toxicity.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 35% statewide with occasional overnight stays (if required)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification:
 - Possession of an active valid license as a registered nurse in California
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Oversees and provides complex nursing consultation and technical program consultation to local agencies in the implementation and monitoring of case management services. Plans, develops, organizes and evaluates the optimum management required for an individual lead-burdened child, and evaluates the needs and capacities of local agencies to provide all aspects of case management. Instructs and supports local nurses, program coordinators, and other County Health professional staff in caring for individual lead-burdened children under challenging circumstances.
- 25% Oversees and participates in case management site reviews, processes, and quality assurance evaluations of local Childhood Lead Poisoning Prevention Programs (CLPPPs) throughout the State. Participates on special projects; perform data analyses, draft reports. Evaluates processes and systems used in local jurisdictions that vary widely in terms of population size, demographic characteristics, and various settings to ensure that excellent case management services are provided to all lead-burdened Californiachildren. Instructs and supports local CLPPPs on improving case management processes and services, as indicated during evaluation.
- 20% Develops protocols, standards, tracking systems, and guidelines for the identification and management of lead-burdened children. Instructs and supports local CLPPPs in the implementation of new protocols and tracking systems. Evaluates the utility of each aspect of a new protocol or tracking system, and devises methods for system improvement. Implements regulations related to the Standard of Care regulations.
- 15% Oversees the planning, development, implementation, and monitoring of technical training of nurses, program coordinators, and other County health professional staff in the appropriate care of lead-burdened children as defined by the State PHN Case Management Guidance Manual. Evaluates the content and delivery systems for technical training, and devises methods for system improvement. Attends regional meetings and group training activities asneeded.

- 10% Serves as a backup to State nurses who provide direct case management services, including home visits, repeat home visits and visits to secondary addresses as needed, to lead poisoned children in non-contracted counties in California, including interviewing families, collecting data for assessing and managing the case, assessing the risk of take-home lead exposure, identifying other lead-exposed children/family members, performing nutritional assessment and developmental screenings, and providing tailored education to the family.

Marginal Functions (including percentage of time)

- 5% Performs other work-related 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: 10/2025

DUTY STATEMENT

Employee Name:	Position Number: 580-352-8181-XXX
Classification: Nurse Consultant III (Specialist)	Tenure/Time Base: Permanent/Full-time
Working Title: Childhood Lead Poisoning Prevention Nurse Consultant	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch/Care Management Section – Oversight of Contracted Local Health Jurisdictions

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 working to protect California children from lead poisoning and the adverse effects from exposure to lead.

Under the general direction of the Public Health Medical Officer (PHMO) III, Chief, Care Management Section (CMS) – Oversight of Contracted Local Health Jurisdictions, the Nurse Consultant (NC) III (Specialist) provides the most complex, difficult, and sensitive nursing and program consultation. The NC III (Specialist) will provide case management review related to children with lead poisoning. The NC III (Specialist) will manage outreach partnerships with other State agencies; oversee quality

assurance assessment of local programs; develop and coordinate the training of healthcare staff and program coordinators in the appropriate management of children with lead toxicity.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 35% statewide with occasional overnight stays (if required)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification:
 - Possession of an active valid license as a registered nurse in California
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Oversees and provides the most complex nursing consultation and highly skilled technical program consultation to local agencies in the implementation and monitoring of case management services. Evaluates the optimum management required for an individual lead burdened child and evaluates the needs and capacities of local agencies to provide all aspects of case management. Instructs and supports local nurses, program coordinators, and other County Health professional staff in caring for individual lead-burdened children under challenging circumstances.
- 25% Oversees and participates in the most complex and sensitive case management site reviews, processes, and quality assurance evaluations of local Childhood Lead Poisoning Prevention Programs (CLPPPs) throughout the State. Participates on special projects, performs data analyses and drafts reports. Evaluates the processes and systems used in local jurisdictions that vary widely in terms of population size, demographic characteristics, and various settings to ensure that excellent case management services are provided to all lead- burdened California children. Instructs and supports local CLPPPs on improving case management processes and services, as indicated during evaluation.
- 20% Develops protocols, standards, tracking systems, and guidelines for the identification and management of lead-burdened children. Instructs and supports local CLPPPs in the implementation of new protocols and tracking systems. Evaluates the utility of each aspect of a new protocol or tracking system, and devise methods for system improvement. Implements regulations related to the Standard of Care regulations.
- 15% Oversees the planning, development, implementation, and monitoring of technical training of nurses, program coordinators, and other County health professional staff in the appropriate care of lead-burdened children as defined by the State PHN Case Management Guidance Manual.

Evaluates the content and delivery systems for technical training, and devises methods for system improvement. Attends regional meetings and group training activities as needed.

- 10% Serves as a backup to State nurses who provide direct case management services, including home visits, repeat home visits and visits to secondary addresses as needed, to lead poisoned children in non-contracted counties in California, including interviewing families, collecting data for assessing and managing the case, assessing the risk of take-home lead exposure, identifying other lead-exposed children/family members, performing a nutritional assessment and developmental screening, and providing tailored education to the family.

Marginal Functions (including percentage of time)

5% and perform otherwork-related 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: 10/2025