

DUTY STATEMENT

Employee Name:	Position Number: 580-700-8336-001
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Special Assistant to the Deputy Director	Work Location: 805 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	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 an integral component of the Center for Laboratory Sciences (CLS) in the coordination of all the Center's laboratory programs, lab related topics and administrative policy and program issues and representing the CLS as an independent technical consultant and project manager on various special projects for the Deputy Director of the Center for Laboratory Sciences.

The Health Program Specialist II (HPS II), acting as the Special Assistant to the Deputy Director (DD), participates in technically complex and politically sensitive special projects and activities assigned by the DD. Responsible for providing support and comprehensive CLS coordination necessary to meet the goals and objectives established by CLS. The HPS II provides guidance and expertise in highly complex, critical, and sensitive subject areas with multi-departmental or statewide impact, requiring

high level of skills and knowledge and responsibility for work as it relates to department's primary mission. Assists with overall technical and business practices, workflow of the department's programs. Provides assistance regarding sensitive division issues and relieving the DD of routine administrative tasks and responsibilities.

The incumbent works under the general direction of the Deputy Director, CLS.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Independently serves as a skilled, technical consultant and project manager, leading long and short-term technically complex and politically sensitive and time constrained laboratory projects and activities assigned by the DD and communicates progress regularly. Assists with overall technical and business practices, workflow, and administration of the department's programs including those with local, state, federal, and private agencies as well as health care providers. Serves as an integral component of the Executive Staff by assisting in the coordination of administrative functions as a liaison between the Director and California Department of Public Health (CDPH) leadership, Agency and Governor's Office as delegated by and on behalf of the DD. Works closely with CDPH and CLS leadership to execute cross-cutting Center objectives, particularly those that involve the Divisions and Branches that report to the DD. Independently assists in developing complex laboratory project plans, including risks and issues from all workstreams on an ongoing basis. Defines project scopes, deliverables, and timelines on multiple laboratory projects and communicates their progress to the DD. Represents the DD on various projects and meetings, such as the Center's laboratory program projects, updates, and meetings related to specific programmatic issues in order to keep the DD apprised of specific projects.
- 25% Serves as the liaison between the DD and the Director's Office responsible for monitoring activities, tracking initiatives, health programs and projects that may include gathering, analyzing, and organizing data related to laboratory programs and providing updates as needed to the DD. Assists in the coordination of complex administrative policy and laboratory program issues and functions as a liaison between the DD and CDPH leadership. Functions as a liaison to provide guidance and coordination between the DD and CLS Divisions and Branches in laboratory related topics and the Center's laboratory programs. Recommends and takes effective actions on a variety of project activities, and budgetary processes. Coordinates and oversees the work of cross-divisional initiatives as assigned by the DD. Represents the DD on various committees, workgroups, activities, and task forces. This may include communicating with departmental staff on behalf of the DD, drafting letters and memorandums, crisis management, and project coordination. Coordinates and tracks activities to ensure that the CLS

continually meets the department's strategic goals and core competencies. Responsible for meeting and communicating with the CLS executive management team to ensure effective coordination and collaboration with the Director's Office.

20% Researches and assists with the development of presentations and talking points and responds to internal/external communications in a manner that reflects the program requirements and mission. Under tight deadlines, develops communication plans to articulate routine program goals, requirements and strategies and communications specific to public health emergencies as related to laboratory standards. Prepares and coordinates agendas for meetings with CLS Division and Branch Chiefs, departmental staff, and external stakeholders, as needed. Independently develops and maintains tracking system to monitor incoming assignments and deadlines. Responsible for scheduling details for off-site policy, program, and strategy meetings for the DD and Laboratory Division and Branch Chiefs. Assists the DD in policy and strategy discussions/presentations, manages and assigns action items to appropriate staff, and follows up on assignments as needed. Briefs DD on the status of appropriate high-level assignments assigned, particularly division wide efforts.

15% Researches and drafts responses on highly sensitive issues on behalf of the DD that requires in-depth knowledge of the structure and workload of the Department and CLS. Reviews and evaluates materials, presentations, website updates, media releases and outgoing communications submitted to the DD for accuracy, consistency with departmental/program policy applications, completeness, and thoroughness in terms of subject matter and audience, format, content, and grammar. These documents include reports, bill analyses, Budget Change Proposals, Director's Action Requests, Secretary Action Requests, Governor's Action Requests, and constituent/external shareholder correspondence for the DD's signature.

Marginal Functions (including percentage of time)

5% Keeps the DD updated on workload and any potential issues and problems that may arise. 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: AC

Date: 11/2025