

**DUTY STATEMENT****PROPOSED**

Employee Name:	Position Number: <b>580-370-8338-005</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-time
Working Title: Prevention and Education Specialist	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch/Behavioral Health Promotion Section/Alcohol Harms Reduction 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 protecting the public's health and promoting health, wellness, and equity.

Under the direction of the Health Program Manager I (HPM I) Chief, Alcohol Harm Reduction Unit (AHRU), the Health Program Specialist (HPS I) functions as an independent, highly skilled program consultant in areas of extreme sensitivity in training, technical assistance, health education, and policy for the Alcohol Harm Prevention Initiative (AHPI).. The HPS I will primarily support the AHRU's work to develop the AHPI program priorities and strategies for intervention to raise awareness of alcohol related harms and prevent alcohol misuse through public education; policy, systems, and

environmental change strategies; training; and technical assistance. The HPS I will also support work on other substance and addiction related topics, including problem gambling. The HPS I tracks current research, policy, and best practices to inform prevention strategies; and coordinates program strategic planning and community engagement. The HPS I also provides consultation in relevant committee meetings with local, state, and community organizations. This position requires a high level of independence.

Some travel within the State of California (up to 5%) to provide training and to meet with stakeholders is required. Some overnight stays may be required.

---

**Special Requirements**

---

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%, in state and some overnight stays may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

---

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

---

- 35% Provide complex technical assistance and consultation to statewide and regional stakeholders to apply public health principles and approaches to prevention. Develop and evaluate AHRU health program standards, guidelines, policies and procedures. Assist with culturally and linguistically appropriate planning, implementation, and evaluation of statewide outreach, education, training and technical assistance activities. Analyze current research and evaluation data and integrates findings into program development recommendations. Develop culturally informed educational materials; and conducts teleconferences and webinars.
- 30% Develop and foster partnerships with state, local, and community-based behavioral and mental health stakeholders and organizations. Facilitate cross-sectional work groups for development, testing, and evaluation of program materials, trainings, interventions, and policies. Maintain strength-based productive working partnerships with other intersectional programs within the Department; collaborate with other state agencies and among local constituencies that promote prevention and early intervention. Provide web content, creative, and social media messages to ensure effective communication program goals and activities, resources, and materials.
- 15% Maintains beneficial partnerships with key leading experts in the field and relevant stakeholder groups in state and nationally. Represents CDPH on advisory groups and committees, conferences and professional meetings; facilitates meetings; presents at relevant conferences, workshops and other forums for discussion. Receives and responds to inquiries from internal and external partners and stakeholders regarding the linkages among behavioral and mental health risk and resilience factors, behaviors, and health outcomes. Meetings will be in-person and/or virtual.
- 15% Performs technical writing, including legislative bill analyses, budget change proposals,

controlled correspondence, and other material development, as assigned. Engage with leadership, staff, and administrators to ensure that program website and collaboration platforms are properly updated with relevant materials as available.

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

5% Other 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: JJ

Date: 11/25/25