

## DUTY STATEMENT

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| Employee Name:                                     | Position Number:<br>580-035-8338-909   |
| Classification:<br>Health Program Specialist I     | Tenure/Time Base:<br>Permanent / Full-Time   |
| Working Title:<br>Tribal Health Specialist         | Work Location:<br>Various locations available. Location to be determined upon hire |
| Collective Bargaining Unit:<br>R01                 | Position Eligible for Telework (Yes/No):<br>Yes                                    |
| Center/Office/Division:<br>Office of Health Equity | Branch/Section/Unit:<br>Advancing Community Equity Branch / Tribal Affairs Section |

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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the direction of the Tribal Affairs Section Manager within the Office of Health Equity (OHE). The Health Program Specialist I (HPS I) is a highly skilled consultant expected to provide coordination of activities, including program planning, implementation, and evaluation; communications; stakeholder engagement; interpretation of research and data; training, and contract and budget management.

## Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

## Essential Functions (including percentage of time)

- 40% Provides technical consultation and review of CDPH policies, programs, and processes and their impacts on Tribal and American Indian/Alaskan Native (AI/AN) communities. Conducts background research; policy analysis; and reviews new and emerging research and best practices related to Tribal health equity. Develops communications materials including presentations, newsletters, and reports; facilitates working groups; and engages with CDPH staff and programs on Tribal health equity issues.
- 35% Supports capacity building of CDPH programs and local health departments to engage with Tribes, Tribal and AI/AN communities, and Tribal Organizations using best practices in cultural humility, honoring tribal sovereignty, and following cultural protocols. Partners with other OHE sections, CDPH Centers/Divisions/Offices, and other groups as needed to ensure greater coordination and communication between and across Tribal equity efforts.
- 10% Acts as a liaison with other State agencies and departments such as the Governor's Office Tribal Affairs, and Federal agencies such as the Indian Health Services, to enhance cross-collaboration opportunities and coordinate program planning.
- 5% Serves as an expert advisor for OHE leadership and CDPH on technical and politically sensitive Tribal equity-related topics. Supports communication of high-level updates to leadership in reports, correspondence, and other written communications, including memos and fiscal tracking and projections.
- 5% Participates in Tribal Affairs Section (TAS) strategic planning, program planning, and evaluation with TAS staff.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

### Regions

| Region    | Counties  | Available Headquarter Locations                                   |
|-----------|---|---|
| Region II | Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma | <b>Contra Costa</b><br>850 Marina Bay Pkwy<br>Richmond, CA 94804  |
| Region IV | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo   | <b>Sacramento</b><br>1616 Capitol Avenue,<br>Sacramento, CA 95814 |

**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: EH

Date: NOV 2025