

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Tribal Health Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: 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 Resources 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 Health Program Manager II (HPM II) within the Office of Health Equity (OHE), Tribal Affairs Section. The Health Program Specialist I (HPS I) functions as a highly skilled, technical program consultant with Tribal subject matter expertise and provides training and technical assistance on complex and sensitive Tribal health topics and Tribal engagement strategies for CDPH staff. The HPS I supports the Tribal Affairs Section and CDPH Tribal Liaison with Tribal outreach, communications, and coordination activities.

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)

- 45% Conducts review and analysis of CDPH policies, programs, and processes and their impacts on Tribal and American Indian/Alaskan Native (AI/AN) communities. Conducts policy analysis and reviews new and emerging research and best practices related to Tribal health equity. Assists the HPM II and HPS II to plan, develop, and implement formative research with CDPH programs, Tribes, Tribal-serving organizations, and Native American-serving organizations to produce a landscape analysis of Tribal and Native American health equity in CDPH. Research topics include mapping existing efforts on what CDPH programs are already doing related to Tribal Health Equity, assessing needs and barriers of Tribes and tribal-serving organizations, gathering community input, and analyzing systems and structures that impact health equity for AI/AN populations. Develops communications materials including presentations, newsletters, controlled correspondence, and reports; facilitates and presents at working groups, listening sessions, and focus groups; and engages with CDPH staff and programs on Tribal health equity issues. Responds to questions and concerns from internal and external stakeholders regarding Tribal health equity issues. Assists the Health Program Specialist II with Tribal Consultation activities, such as coordination of CDPH trainings and listening sessions, meeting logistics, and management of meeting materials. Assists with implementation activities for the CDPH Tribal Consultation policy. Monitors and evaluates Tribal health equity initiatives and prepares summary reports with recommendations for improvement. Coordinates cross-program collaboration to align Tribal health equity efforts. Reviews and develops guidance documents and toolkits to support culturally responsive practices across CDPH programs.
- 30% Provides technical consultation (advising programs on best practices, compliance, and strategies) and training (to build knowledge, skills, and capacity for applying best practices effectively.) to CDPH programs and local health departments to engage with Tribes, Tribal and AI/AN communities, and Tribal Health Programs and Urban Indian Organizations utilizing 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 health equity efforts. Coordinates and facilitates CDPH Tribal collaboration meetings, prepares agendas and meeting minutes, and compiles and distributes meeting materials. Serves as lead for Native American events that CDPH participates in; plans and develops timelines and activities; and coordinates and communicates event activities to internal and external partners. Serves as liaison to the CDPH Office of Communications (Comms) to coordinate communication for the CDPH Tribal Liaison, Tribal Health Equity Program, and Tribal Health Equity Advisory Group; and facilitates feedback to Comms regarding culturally appropriate CDPH Native American media and social media messages.
- 10% Represents the Tribal Affairs Section and communicates with other State agencies and departments such as the Governor's Office Tribal Affairs, California Health and Human Services Agency, and Federal agencies such as the Indian Health Services to enhance cross-

collaboration opportunities and coordinate program planning. Supports monthly virtual Tribal Information Sharing Meetings, Tribal Health Equity Advisory Group (THEAG) meetings and THEAG subcommittee meetings, and provides back-up duties, presentations, and facilitation, as necessary.

- 5% Serves as an expert advisor to OHE leadership and CDPH on technical and politically sensitive Tribal health equity related topics. Supports communication of high-level updates to leadership in reports, correspondence, and other written communications. Participates in OHE Tribal Coordination meetings and assists the Tribal Liaison with development of PowerPoint presentations and written talking points.
- 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	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

- 5% Performs other job-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: TY

Date: 01/2026