

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-8336-001
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Health Educator	Work Location: 850 Marina Bay Parkway, P-3, Richmond, CA
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Occupational Lead Poisoning Prevention Program

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 mission and strategic plan by designing and implementing special education and intervention projects which address lead hazards in vulnerable, hard-to-reach employer and worker populations.

Under the general direction of the Occupational Lead Poisoning Prevention Program (OLPPP) Chief, the Bilingual Health Program Specialist II (HPS II) is in charge of the planning, implementation, and evaluation of complex multilingual outreach, education, and training materials and methods, as well as internet-based statewide outreach, education, and training activities in OLPPP. The HPS II

communicates effectively (orally and in writing) with stakeholders;; develops and maintains knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; completes assignments in a timely and efficient manner; and adheres to departmental policies and procedures regarding attendance, leave, and conduct. The HPS II works closely with other OLPPP staff designing and implementing special intervention projects which address high-visibility lead-related hazards in vulnerable, hard-to-reach employer and worker populations; and has primary responsibility for the design and evaluation components of these projects.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: 30%
- ☒ Bilingual: Pass a State written and/or verbal proficiency exam in Spanish
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 45% Leads the design, development, field testing, dissemination, and evaluation of multilingual lead-related occupational health education materials (written, audiovisual, and Internet-based) in areas of high complexity and sensitivity to meet the needs of California employers, employees, and health professionals for OLPPP, a statewide program focused on the prevention of worker lead poisoning. Directs the needs assessments and evaluations of OLPPP's outreach, education, and training (OE&T) materials and methods and the development of a comprehensive communication plan. Manages contractors involved in activities related to educational materials production, such as graphic artists, videographers, and translators. Conceives, develops, field tests, disseminates, evaluates, and regularly updates OE&T media and materials developed to prevent work-related lead poisoning. Oversees all aspects of OLPPP web pages and coordinates with California Occupational Safety and Health Administration (Cal/OSHA) on cross-posting of lead-related program materials. Builds and sustains high-level partnerships with employer and employee groups, health professionals, and other stakeholders to advance social marketing efforts, disseminate lead surveillance findings, and promote the use of OLPPP and Occupational Health Branch (OHB) services.
- 40% Works closely with other OLPPP staff designing and implementing special intervention projects in vulnerable, hard-to-reach employer and worker populations; leads the design and conduct of the educational and evaluation components of these projects. Conducts site visits to workplaces and other community venues for in-person outreach and educational activities that may require overnight travel. Assumes the main role in developing sensitive and critical stakeholder relationships with the goals of obtaining stakeholder input on, and participation in, OLPPP

intervention projects, and getting the word out about the health effects of lead. Provides expert advice and guidance to the OLPPP Chief in defining OLPPP priorities and developing a comprehensive program plan.

5% Occasionally assist with bill analyses, budget change proposals, and recommending language for health standards and regulations relating to worker lead exposure.

5% Participates in periodic meetings with Cal/OSHA, CDPH Childhood Lead Poisoning Prevention Branch, CDPH Environmental Health Investigations Branch, and local health departments to coordinate educational activities, reduce duplication, and promote collaboration.

Marginal Functions (including percentage of time)

5% Other work-related duties, including administrative functions, 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: DN

Date: 02/2026