

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-520-8336-035</b>
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Consultant (Bilingual)	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Maternal, Child, and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch California Home Visiting Program Program Development and Implementation 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 advancing health equity and promoting health and wellness. Specifically, it supports the California Home Visiting Program (CHVP), which aims to foster positive parenting and child development through evidence-based home visiting models.

Backed by decades of research, home visits by trained professionals during pregnancy and the early years of a child's life have been shown to improve outcomes for children and families. These visits help prevent child abuse and neglect, support positive parenting, improve maternal and child health, and promote child development and school readiness. Providing children with a strong foundation in their early years increases their chances for a brighter, more prosperous future.

The incumbent works under the general direction of the Health Program Manager II (HPM II) of the CHVP Program Development and Implementation (CHVP/PD&I) Section. The Health Program

Specialist II (HPS II) serves as a highly skilled technical program consultant responsible for planning, coordinating, and administering the Maternal, Child and Adolescent Health (MCAH) Division's CHVP. The HPS II participates in key committees and workgroups, coordinates home visiting programs across various local health jurisdictions (LHJs) in California, and provides program monitoring and oversight. The HPS II also acts as a liaison for stakeholder communication and interagency coordination to align program activities across departments. This position requires the incumbent to work independently, communicate effectively, facilitate group processes to resolve issues, provide expert consultation and technical assistance, and maintain/develop expertise in home visiting and Title V programs. The HPS II demonstrates a high degree of initiative and attention to detail. Up to 10% travel, both in and out of State, is required. Proficiency in written Spanish is required.

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### Special Requirements

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

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### Essential Functions (including percentage of time)

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- 30% Oversees the development of the scope of work, policies and procedures, and recommendations related to the overall design, development, and implementation of home visiting programs across various LHJs in California. The HPS II serves as a highly skilled technical program consultant, providing technical assistance to the CHVP sites; monitors and manages scope of work deliverables, including the formation of local community advisory boards, development of local policies and procedures, outreach efforts, systems integration processes, and administrative activities that support and advance the mission of the Child and Adolescent Health (CAH) Branch. The HPS II works closely with other members of the CHVP/PD&I Section team to support local sites and ensure fidelity to evidence-based home visiting models, and conducts site visits as needed. Reviews English participant and outreach materials for accuracy of spelling and grammar and for ease of translating into Spanish and works with subject matter experts to make any necessary changes. Prepares participant and outreach materials in all languages for posting to the CDPH/CHVP website and social media sites, ensuring translated materials meet ADA compliance requirements.
- 20% Builds relationships with management and administrative staff in LHJs across the state, partnering to implement best practices, identify areas requiring improvement or correction, and develop viable solutions. Participates in various committees and workgroups responsible for coordinating continuous quality improvement (CQI) activities, benchmark reporting, grant projects, and other program requirements. Serves as a liaison for stakeholder communication and interagency coordination of program activities across departments. Translates stakeholder communications from English into Spanish, assuring correctness of grammar and vocabulary and appropriateness for the CHVP population, including literacy level and use of Spanish as spoken by California Spanish speakers (primarily Mexican Americans). Reviews and approves annual budgets and quarterly invoices to ensure proper expenditure of funds.
- 15% Responds to federal, state, agency, department, center, and division reporting drills on behalf

of the section. Updates and maintains unit policies and procedures. Provides quality customer service, participates in CQI activities, and makes recommendations to management regarding QI. Functions as a lead or team member in developing and delivering program communications and trainings; serves as the lead or participant in conference planning and the development of agendas, curricula, email communications, and other materials. Leads or supports special projects. Prepares presentations for professional meetings and conferences. Facilitates conference calls with local agencies and external stakeholders.

- 10% Works collaboratively with a team to provide a high level of expertise in developing grant applications and progress reports. Assists in the development and execution of grant and contract goals and objectives. Provides system integration recommendations to home visiting and early childhood issues. Ensures coordination with related Title V activities and integration of Title V MCAH priorities, as appropriate.
- 10% Develops Request for Applications/Proposals and other funding applications necessary to support MCAH home visiting activities. Prepares Budget Change Proposals, interagency agreements, bill analyses, and other required documents under tight deadlines.
- 10% Assists with bilingual translation and review of reports, media materials, and educational content for the statewide CHVP.

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

- 5% Performs other job-related duties as requested.

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: HD  
 Date: 03/2026