

DUTY STATEMENT

Employee Name:	Position Number: 580-310-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Program Specialist	Work Location: 1616 Capital 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: Nutrition and Physical Activity Branch/Equity and Strategic Alignment 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 leading or co-leading equity and strategic alignment activities in the Center for Healthy Communities, Nutrition and Physical Activity Branch (NPAB), whose vision is well-nourished, physically active Californians living in healthy communities.

The Health Program Specialist serves as a highly skilled, technical public health consultant. Plans, develops, implements, and evaluates major statewide programs, initiatives, and policies that support community-based and public health approaches to improve nutrition security and health of Californians. Identifies, develops, and fosters partnerships and leads initiatives to advance nutrition and physical activity policy, systems, and environmental (PSE) changes. Assists leadership in

planning and implementation of healthy eating and physical activity strategies to drive state-level nutrition and physical activity interventions and evaluation of impacts in accordance with state and federal funding requirements. May represent the NPAB by serving on relevant cross-sectional, cross-department and public workgroups to advance public health obesity prevention approaches and other nutrition and physical activity-related opportunities. Travel is an essential function of this position and is required up to 15 percent of the time.

The incumbent works under the direction of the Health Program Manager II, Chief of the Equity and Strategic Alignment Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: up to 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Provides public health expertise and supports high profile NPAB projects, including the implementation of the Real Foods, Healthy Kids Act, involving external partners, grantees, contractors, and internal staff. Collaborates with cross-branch teams and staff provides technical assistance, and designs training support packages, policies, and procedures. Provides expert knowledge for the development and administration of procurements, including Requests for Proposals and Requests for Applications and other funding vehicles to advance public health approaches to obesity prevention, technical assistance, and to engage PSE and partnership subject matter experts. Provides guidance and coordination to contractors, partner organizations, and grantee-workgroups to support collaboration and cross-learning in the field. Ensures cross-sectional coordination and collaboration of programmatic directed initiatives across a mix of state and federal funding sources. Assists with and leads fulfilling regulatory requirements, regulation writing, legislative reporting, documentation, and grant application requirements. Provides expertise in the evaluation of programmatic directions and initiatives. Reviews recommendations and analyses of data collected from programmatic activities and projects to ensure alignment with NPAB strategic direction.
- 20% Serves as member of the equity and strategic alignment team, contributing to strategic planning, coordination, implementation and evaluation efforts of NPAB priorities. Serves as project lead for high-profile initiatives and represents CDPH in cross-department working groups. Collaborates with management and staff to ensure comprehensive coordination of the strategic planning process. Works cross-sectionally with relevant teams on emerging trends in partnerships, policies and the public health field that advance obesity prevention PSEs and the NPAB's strategic direction. Utilizes trend data to inform and strengthen the development and improvement of NPAB interventions.

- 25% Develops, maintains, and expands internal and external partnerships with public and private organizations that align with NPAB vision and goals. In collaboration with cross-section teams and staff, develops technical assistance and training support packages for contractors and grantees that encourages the development of local and regional partnerships in support of PSE strategies. Collaborates closely with other programs, partners, contractors and grantees working with related and relevant agencies, organizations and individuals; confers routinely regarding matters of health policy and participates in relevant local, state and national working groups. Participates in relevant list-serves and communicates information on national best practices and webinars. Assists in the development of NPAB guidance materials, policies and procedures that support the PSE goals of the section and meet the needs of contractors and grantees. Applies public health expertise in identifying partnership evaluation measures and metrics.
- 10% Participates in the coordination and content development of complex and sensitive state sponsored conferences, stakeholder forums, and meetings with state and local partners. Coordinates, designs, and implements NPAB schedules or meeting agendas that address strategic goals and objectives. Collaborates with assigned workgroups to create timelines and integrated communication plans; verifies that learning outcomes are met; ensures event webpages are developed to provide registration information, schedules, and relevant materials; and manages the maintenance and archiving of webpages and documents as needed. Organizes and facilitates interactive webinar sessions; schedules and participates in practice run-throughs; records sessions for web posting or archiving; and provides timely responses to stakeholder inquiries.
- 5% Maintains current knowledge in public health promotion practices, policy development, research, and grant-writing, including specialty focus areas such as learner-centered education, nutrition security, ultra processed foods, dietary guidelines, informatics, equity, social marketing, and health behavior. Conducts research on existing and emerging approaches that support public health goals and outcomes to promote and support community engagement practices.
- 5% Contributes to the preparation of documentation, policies, technical and scientific communications, including legislative analyses, reviews, evaluation findings, briefings, presentations, testimonies, journal articles, reports, memos, and correspondence with tabular, graphic, statistical, and electronic displays.

Marginal Functions (including percentage of time)

- 5% Performs other job-related 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: CB

Date: 3/2026