

DUTY STATEMENT

Employee Name:	Position Number: 580-300-8336-003
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full-time
Working Title: Strategic Alignment Specialist	Work Location: 1616 Capitol Ave., Sacramento, CA
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities, Center Office,	Branch/Section/Unit: Strategy and Alignment, Program Alignment, Communication, and Equity (PACE) 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 to promote health and wellness by fostering vibrant, resilient, and prosperous communities by ensuring strategic alignment between all Branches and Offices within the Center for Healthy Communities.

The incumbent works under the general direction of the Health Program Manager (HPM) II for the Program Alignment, Communication, and Equity (PACE) Section within the Center for Healthy Communities (CHC). The Health Program Specialist (HPS) II is responsible for coordinating and providing technical expertise on high-level policy initiatives, workforce development, chronic disease

prevention, addiction treatment and prevention, injury control, and environmental and occupation health related issues. Responsible for ensuring coordination between the Center Office and related CHC leadership and staff, ensuring effective logistics, reporting and evaluation, and assists with grant writing and monitoring budget related activities. Oversees the coordination of prevention efforts and public awareness initiatives and ensures that new campaigns, curriculum, and programs adhere to departmental policies and receive approval prior to implementation.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: May travel up to 5% to remote offices.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Oversees and coordinates the Center Office's efforts to support strategic priorities, including funding or partnering opportunities. Facilitates workgroups and tracks progress of projects, including providing technical assistance, training, and educational materials as needed both internally and externally. Oversees and monitors internal and interagency projects pertaining to policy and research priorities. Ensures timely completion of activities and projects identified by workgroups. Leads Center Office quality improvement initiatives, including implementing management strategies and LEAN practices. Works with the CDPH's Directorate, Office of Legal Services, Office of Public Affairs, and Office of Legislative and Government Affairs and provide responses to inquires related to legislation and regulations, media requests, and general public inquiries. Collaborates with the Administration Division to execute and monitor contracts and service requests and resolve and respond to fiscal related matters. Develops, recommends, and employs communication strategies that concisely convey the vision, priorities, and the importance of the work produced by programs within the Center Office. Provides technical expertise in public health for planning, coordinating, and monitoring priorities and initiatives. Assist the Center Deputy Director and Assistant Deputy Directors to coordinate and facilitate meetings with various Local Health Departments, associations, and advisory groups.
- 30% Ensures the appropriate processes have been utilized in the development and implementation of new curricula, programs, campaigns, and initiatives pertaining to policy, workforce development, research, and communications. Tracks and monitors initiatives from development through implementation, informing leadership of any barriers, resource or funding issues, or delays in project timelines. Provides project status briefings to Center Deputy Director and Assistant Deputy Director with recommendations, action plans, and corrective implementation strategies, as needed. Coordinates regular and periodic in-person, telephone, and video conference meetings with partner groups, state departments, and the California Health and Human Services Agency, Center Office management and staff with occasional in-state travel required up to 5%. Collaborates with Center Office and Information Technology Services Division to increase efficiency by automating processes and workflow.

25% Collaborates with the Communications Lead to develop and execute the Center Office’s communications strategy, including branding and marketing activities, development of innovative resources for internal and external use, and utilization of the SharePoint site. Coordinates with a multi-disciplinary team on Center-wide internal and external communications initiatives. Provides presentations to internal and external staff, partners, and at public health conferences.

Marginal Functions (including percentage of time)

10% Performs other 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: CB
 Date: 04/26