

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 Program 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 Resource's 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 within the Office of Health Equity (OHE), Tribal Affairs Section. The Health Program Specialist I (HPS I) is a highly skilled consultant expected to provide Tribal health program coordination duties, including program planning, implementation, and evaluation; communications; community and partner engagement; interpretation of research and data; training, and contract and budget management.

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)

- 30% Plans and coordinates capacity building of CDPH programs and local health departments to engage with Tribes, Tribal, and American Indian/Alaskan Native (AI/AN) communities, and Tribal and Urban Indian health programs, using best practices in cultural humility, honoring tribal sovereignty, and following cultural protocols. Partners with other OHE sections, CDPH Centers/Divisions/Offices, State agencies/departments, and Tribal and Urban Indian health programs to ensure greater coordination and communication between and across Tribal equity efforts. Prepares and conducts Tribal engagement presentations and trainings (in person and virtually); assists the Tribal Health Equity Advisory Group to develop educational toolkits and training materials; and coordinates the development of documents and reports related to Tribal health equity and engagement.30% Provides contract administrator duties for Tribal Affairs Section contracts. Develops, tracks, and monitors contracts, including invoice approval, payment tracking, contract amendments, and review of progress reports. Plans, prepares, coordinates, and participates in procurement processes, including Request for Proposal (RFP), Request for Application (RFA), Interagency Agreements, and the development of contract management guidelines. Develops procurement documents, proposal/application reviews, and negotiation processes. Participates in scoring, negotiating, and approval of funded projects. Develops plans for program evaluation and contract monitoring in compliance with program goals.
- 20% Provides technical consultation and review of CDPH policies, programs, and processes and their impacts on Tribal and Native American communities. Conducts background research; policy analysis; and reviews new and emerging research and best practices related to Tribal health equity. Develops communication materials including presentations, newsletters, and reports; facilitates working groups and subcommittees; and engages with internal and external programs on Tribal health equity issues.
- 10% Collaborates and coordinates program activities with other state agencies and departments, Tribal Health Programs, Urban Indian Organizations, Tribal-serving organizations, and Federal agencies such as the Indian Health Service, to enhance cross-collaboration opportunities and coordinate program planning. Represents TAS in meetings, workgroups, and conferences.
- 5% Serves as an expert advisor for OHE leadership and CDPH on technical and politically sensitive Tribal equity-related topics. Supports communication of high-level updates to leadership in reports, correspondence, and other written communications, including memos and fiscal tracking and projections. 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	Contra Costa 850 Marina Bay Pkwy Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento 1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

5% Performs other work-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: HD
Date: 04/2026