

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Tribal Relations Coordinator	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 in the Tribal Affairs Section of the Office of Health Equity (OHE). The Health Program Specialist II (HPS II) serves as the Department's Tribal Relations Coordinator and works in partnership with Tribes, Tribal-serving organizations, and American Indian/Alaskan Native communities (AI/AN) on Tribal health programs, policies, and practices. In addition, the incumbent will work with programs across CDPH as well as with Tribal Liaisons and representatives from other State of California Agencies and Departments.

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)

- 25% Coordinates and provides technical consultation and training to CDPH programs on Tribal and AI/AN engagement, formal government-to-government Tribal Consultation, and best practices in cultural humility, honoring Tribal sovereignty, and following cultural protocols when working with Tribes, Tribal and Urban Indian Health Programs, and AI/AN communities. Conducts needs assessments with CDPH Centers/Divisions/Offices, training presentations (in person and virtually), and coaching sessions with program staff. Develops, plans, and implements a Tribal Consultation policy for CDPH; co-creates policy with input from the Tribal Health Equity Advisory Group (THEAG), statewide listening sessions, and Tribal Consultation with California Tribes and Tribal-serving organizations; collaborates and communicates with the CDPH Tribal Liaison, Director's Office, Office of Legal Services, Legislative & Governmental Affairs, Program Support Division, CalHHS, and Governor's Office of Tribal Affairs. Develops, plans, organizes, implements and integrates health equity opportunities in CDPH programs; evaluates and ensures contract and project consistency aligns with the social determinants of health; participates as a member of multidisciplinary teams recommending policies, programs, standards, or procedures related to Tribal & AI/AN health equity. Tracks and proposes appropriate recommendations.
- 25% Coordinates the Tribal Health Equity Advisory Group (THEAG) and its subcommittees to ensure ongoing feedback and input on emerging issues, culturally and community informed design and research informed improvement of programs. Provides contract administration for THEAG activities including contract development, implementation, and evaluation, review and approval of invoices and progress reports, tracking deliverables, and meeting and communicating with contractor. Oversees and facilitates CDPH Tribal Health Equity meetings, advisory groups, workgroups, and trainings including developing consultation practices, workplans, agendas, presentations, notes, procedures, and resources; identifying and consulting with subject matter experts when necessary; monitoring efficacy of programs.
- 25% Outreaches and engages with Tribes, Tribal health programs, Urban Indian Organizations, Tribal-serving organizations, AI/AN communities, California Area - Indian Health Services, and other state programs working on Tribal health issues, to build and maintain relationships, update communication lists, and respond to public health inquiries, concerns, and requests. Coordinates and facilitates the monthly CDPH Tribal Information Sharing Meeting to ensure active participation, interaction, and bidirectional communication for CDPH programs and Tribes/Tribal health programs; recruits speakers, develops agendas and presentations, researches health topics of interest to Tribal and AI/AN communities, sends out meeting minutes and new/emerging public health information to participants. Listen for, identify and respond to external technical assistance requests and learning opportunities, triaging to additional partners as needed. Identifies opportunities to document and share best and promising practices for health equity strategies implemented by Tribes, Indian health care providers, and other partners.
- 15% Provides professional and administrative guidance to other CDPH programs/project staff in a

lead capacity; supports cross-departmental coordination and collaboration; guides Tribal health equity improvement across CDPH programs, legislation, regulations, policy, and procedures; prepares or participates in the preparation of educational materials on racial and health equity; ensures staff who work with Tribes and AI/AN public health partners receive education on Tribal history, culture, and humility; Tribal Consultation and engagement, and other related work.

- 5% Represents CDPH & OHE at critical and highly sensitive meetings within the Department and other federal, state, regional, and local agencies; represents the Department on specific educational programs at conferences or other professional gatherings.

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