

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-610-8338-909</b>
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Export Document Specialist	Work Location: 1500 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Financial Operations and Program Support Section / Drug and Medical Device Safety & Export Program Support Unit

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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Health Program Specialist I (HPS I) functions as a highly skilled consultant on export laws related to the manufacturing, distribution, labeling, and advertising of food, drugs, medical devices, cosmetics and other regulated products intended for export to foreign countries by providing technical assistance

on the interpretation of applicable laws and guidelines. Communicates and serves as a liaison with investigative, compliance, and scientific staff to support case development involving false statements or fraudulent requests, including coordinating technical review of labeling and product information, evaluating regulatory compliance, and assisting with evidence development; attends court hearings and may act as a witness to violations.

The incumbent reviews and approves complex export certification requests, monitors and tracks export document requests, and provides recommendations to management for ongoing program improvements.

The incumbent works under the direction of the Supervisor I, of the Food and Drug Branch, in the Drug and Medical Device Safety (DMDS) & Exports Program Support Unit.

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**Special Requirements**

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

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

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- 35% Conducts the most complex reviews of export document applications, product labels, labeling, and advertising materials to ensure compliance with California Health and Safety Code, United States Food and Drug Administration (FDA) regulations, and applicable international requirements. Independently interprets and applies federal and state laws, regulations, policies, and guidance governing product composition, manufacturing, labeling, advertising, and export certification. Evaluates documentation for accuracy, completeness, and regulatory sufficiency; identifies inconsistencies, deficiencies, or potential violations; and determines appropriate approval or denial actions. Resolves highly sensitive issues involving conflicting regulatory requirements, unusual product claims, country-specific certification requirements and emerging statutory and regulatory changes. Develops, plans, implements and evaluates policies, procedures and program guidance to ensure consistent application of export laws and certification standards statewide. Provides technical guidance to applicants to resolve deficiencies and ensure timely processing. Maintains detailed records of determinations and ensures alignment with established program standards and timelines. Ensures data integrity and functionality of the Export Document Application, collaborating frequently with the Information Technology Services Division, and providing expert-level recommendations for optimization and improvement.
- 20% Oversees the program workload by monitoring and tracking data related to label evaluations, export document requests, and specialized certification language requests, ensuring timely and accurate completion. Establishes and maintains tracking systems to monitor application status, identifies bottlenecks, and ensures adherence to performance standards. Evaluates the validity of application claims and supporting documentation by interpreting and applying California

Health and Safety Code, FDA regulations and country-specific export certification requirements to verify product eligibility, manufacturing and labeling compliance and the authenticity and accuracy of information submitted by applicants. Prepares workload reports and provides recommendations to management to improve efficiency and resource allocation.

- 15% Develops, implements, and evaluates policies, procedures, and program guidance for the statewide Export Document Program. Analyzes trends in application reviews, regulatory changes, and industry practices to recommend process improvements and ensure program consistency. Interprets and operationalizes new federal and state laws, regulations, and guidance into program procedures. Leads or contributes to special projects to improve program efficiency, compliance outcomes, and stakeholder experience.
- 15% Identifies, assesses, and coordinates export-related investigations involving false statements, fraudulent certification requests, or non-compliant labeling practices. Serves as liaison with scientific, compliance, and investigative staff to support case development and resolution. Analyzes evidence, documents findings, and recommends enforcement or corrective actions. Tracks and categorizes firms by risk level, maintains case documentation, and provides reports and recommendations to management. Follows up on industry complaints and ensures appropriate resolution.
- 10% Provides subject matter expertise to internal and external stakeholders by responding to technical inquiries regarding export requirements, regulations, and program procedures. Develops and delivers training materials and guidance on new or updated policies and processes. Evaluates and analyzes legislative proposals and regulatory changes impacting the Export Program and assists in drafting bill analyses, regulatory language, and program responses.

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

- 5% Performs other job-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: Nathalia Klyn  
 Date: 05/19/2026