

DUTY STATEMENT

Employee Name:	Position Number: 580-721-8338-002
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full Time
Working Title: Air Quality Project Coordinator	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences/Division of Environmental Health Laboratories	Branch/Section/Unit: Environmental Health Laboratory Branch

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 strengthening the state environmental public health and laboratory testing program.

The Health Program Specialist (HPS) I functions as a highly skilled technical program specialist. The HPS I assist in the planning, organizing, and carrying out of scientific research studies to reduce airborne pathogen transmission by improving air quality as mandated under Health and Safety Code §425, §105400 et seq. The HPS I assist with strategy design, policy recommendations, programmatic interventions, data collection and analysis, and evaluation methods. The HPS I provide consultations to local, state, and federal agencies and community organizations. The HPS I is responsible for complex administrative and fiscal tasks.

The incumbent works under the direction of the Research Scientist Manager, Branch Chief of the

Special Requirements

- ☒ 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:

Essential Functions (including percentage of time)

- 25% Serve as a skilled, independent consultant and project manager, leading technically complex, politically sensitive, and time-constrained air quality projects and activities assigned by the Branch Chief of EHLB. Function as a subject matter expert and assist in research and air quality projects which include but are not limited to strategy design, policy recommendation, programmatic interventions, data collection and analysis, and evaluation methods to reduce airborne pathogen transmission by improving air quality. Define project scopes, deliverable and timelines on multiple projects and communicate their progress to the Branch Chief. Represent as a technical consultant on various projects and meetings, such as program updates and meetings related to specific programmatic issues.
- 25% Independently assist and plan, prepare, coordinate, write, and participate in air quality procurement processes including requests for proposals, purchase and service orders, and applications, and local health department guidelines to procure services. Research and draft responses on behalf of Branch Chief that require in-depth knowledge; review and evaluate documents and processes for procurements, proposal reviews, and negotiations.
- 20% Assist in preparing air quality research publications and pathogen transmission guidance and policy presentations to communicate with public health experts, scientists, and stakeholder communities.
- 10% Assist in consultations and coordination with State, Federal, and local agencies in planning, implementation, evaluation, monitoring programs, and research studies on air quality research and guidance on airborne pathogen transmission.
- 10% Prepare, monitor, and evaluate air quality contracts and expenses for compliance with health regulations; develop proposals for funding, and identify resources required before submitting to the Contracts & Purchasing Section for approval and processing.

Marginal Functions (including percentage of time)

- 5% Prepare legislative proposals, bill analyses, memos, correspondence, federal grant applications, and reports related to air quality efforts. Coordinate these efforts with appropriate offices

including the Office of Legislation and Governmental Affairs, the Office of Legal Services, the Office of Health Equity, and the Office of Communications.

5% Perform 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: CP

Date: 7/6/26