

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8338-014
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-time
Working Title: Local Emergency Preparedness Coordinator	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR) Division of Operations	Branch/Section/Unit: Business Operations Branch/Local Emergency Preparedness Section/Local Emergency Preparedness 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.

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 mission and strategic plan by enhancing preparedness and response for emerging public health threats through serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; managing emergency preparedness funds; and ensuring good customer service.

The Health Program Specialist I (HPS I) works under the direction of the Supervisor I in the Local Preparedness Unit (LPU). The incumbent serves as a technical program consultant, coordinating the development and implementation of emergency preparedness programs across 58 local public health jurisdictions' (LHJs), supported with both federal and state funds, and performing complex, high-level analysis of program performance measures. The HPS I serves as a subject matter expert (SME), providing technical consultations to LHJs on Public Health Emergency Preparedness (PHEP), Hospital Preparedness Program (HPP), and Pandemic Influenza (Pan Flu) emergency preparedness programs.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Coordinates with the Contract Manager, to review their assigned LHJs emergency preparedness annual application work plan to ensure it meets federal and state requirements. Coordinates with the Contract Manager to evaluate assigned LHJs purchase requests to determine whether proposed items or services are allowable expenses. Tracks and monitors programmatic progress on LHJs work plans and associated performance measures. Communicates annual performance measures, deliverables and reporting requirements, and provides technical assistance and training to assist LHJs in completing requirements. Collects and collates annual performance measures, deliverables, and reports from their assigned LHJs. Tracks and monitors current local, State and Federal public health emergency and healthcare preparedness policies and informs the Supervisor I of changes that may impact LHJ progress. Develops communications to inform LHJs of updated program requirements. Prepares regular reports on LHJs emergency preparedness programs and presents them to the Supervisor I, highlighting best practices, challenges, and concerns.
- 20% Establishes and maintains working relationships with local, regional, and state emergency planning experts in the public health and healthcare sectors. Reviews LHJs preparedness and response plans and provides technical assistance and feedback to improve local emergency preparedness programs. Collaborates with LHJs to identify preparedness and response capability gaps related to PHEP and HPP funding and helps develop strategies to reduce these gaps and impact they could have in a potential public health emergency. Acts as a liaison between LHJs and the State to assist the LHJ reduce the impact of emergency preparedness gaps and report State level preparedness gaps to the Supervisor I.

- 20% Initiates, coordinates, and conducts annual site visits for assigned LHJs to evaluate and report programmatic progress. Provides technical assistance to site staff and prepares and distributes site visit reports to the Supervisor I and LHJs. Attends required Federal and State training as directed by the Emergency Preparedness Office and the Supervisor I. Attends LHJ emergency preparedness meetings, trainings, and exercises and provides observations and recommendations to the Supervisor I. Facilitates regular regional meetings with LHJs and leads discussions on improving public health and healthcare preparedness. Responds to emergency activation, by working irregular or overtime hours on short notice during disaster operations to support one of four CDPH Emergency Operation Centers (EOC). Participates on an EPO Incident Response Team (IRT).
- 15% Analyzes annual program progress reports and capability planning guide assessments to identify areas needing improvement to meet local, state and federal preparedness requirements. Reports the identified areas for improvement to the Supervisor I and provides recommendation(s), resources, training, and tools to help LHJs address capability gaps. Communicates recommended solutions to LHJs and monitors their effectiveness.

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: DN

Date: 8/26