

DUTY STATEMENT

Employee Name:	Position Number: 580-310-8336-030
Classification: Health Program Specialist II	Tenure/Time Base: Limited Term/Full-time
Working Title: Fitness Council Coordinator	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Nutrition and Physical Activity Branch/ Research, Evaluation, and Special Projects 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 providing leadership, direction, and technical consultation to implement initiatives prioritized by the Governor's Advisory Council on Physical Fitness and Mental Well-being (GAC), whose mission is to promote the physical fitness and mental well-being of all Californians at all ages. The Health Program Specialist II directs, organizes, and coordinates projects and activities that advance physical fitness and mental well-being statewide, collaborating with state agencies, stakeholders, and contractors. Responsibilities include translating Council-derived priorities and deliverables into actionable implementation plans, guiding cross agency collaboration, and managing public-facing

campaigns.

In-state travel is required up to 10% of the time. Occasional work outside normal business hours and on weekends may be required to attend events.

The incumbent works under the general direction of the Research Scientist Supervisor II, Section Manager of the Research, Evaluation, and Special Projects Section.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: up to 10% in-state
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Leads complex and highly visible projects and activities that reflect the priorities and deliverables developed under the GAC. Convenes the GAC when applicable. Coordinates with the Governor's Office, the California Health and Human Services Agency, and other state departments to plan, sequence, and execute projects and initiatives. Develops policy recommendations and conducts research to support GAC's goals. Prepares implementation materials and resources for internal and external partners, including timelines, milestones, progress summaries, and fact sheets. Serves as a liaison with state departments, local programs, community-based organizations, philanthropic partners, and associations to identify collaborative opportunities, align efforts, and leverage resources for statewide implementation. Represents CDPH initiatives in cross-agency and partner meetings to advance work.
- 30% Guides staff and contractors who support initiative implementation, research, evaluation, facilitation, and social marketing. Executes and monitors solicitations and contracts to deliver technical assistance, research, and work aligned with the Move Your Body Calm Your Mind campaign and related initiatives. Defines scopes of work and contractors and a variety of GAC projects, provides content and technical direction, and tracks deliverables and progress. Reports challenges or barriers to CDPH leadership and project stakeholders and coordinates corrective actions. Develops and delivers briefings and presentations on initiative progress for stakeholders, state agencies and departments, and the Legislature as applicable, ensuring consistent and accurate communication about goals, timelines, and outcomes.
- 25% Directs and monitors social media, education, outreach, and public awareness efforts to elevate key health messages on physical activity and mental well-being. Ensures appropriate processes are used to develop and implement media assets, toolkits, and campaigns. Tracks

and reports status from development through implementation, informs leadership of barriers or resource constraints, and recommends action plans and corrective strategies when needed. Oversees campaign web content and updates, providing guidance to meet timelines and quality standards. Works collaboratively with a multi-disciplinary team to achieve communications goals through protocols and virtual and other media platforms.

Marginal Functions (including percentage of time)

5% Performs 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: WS

Date: SEPT 2026