

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-8336-007
Classification: Health Program Specialist II	Tenure/Time Base: Permanent/Full Time
Working Title: Occupational Health Educator for Silicosis Prevention	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch, Occupational Health Surveillance and Evaluation Program, Occupational Health Tracking 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 and fulfills the mandates of Senate Bill 20 (2025) by providing outreach and education about the health hazards of silica exposure in engineered stone countertop fabrication operations and silicosis in workers to a variety of stakeholders.

The Health Program Specialist II (HPS II) works under the direction of the Research Scientist Supervisor I in the Occupational Health Tracking Unit (OHTU). The HPS II is responsible for the

planning, implementation, and evaluation of outreach and education efforts on engineered stone silicosis diagnosis and prevention for employers, workers, healthcare providers, and other stakeholders. The HPS II will conceptualize complex program strategies and demonstrate a high level of accountability in implementing the goals of Senate Bill 20. The HPS II makes independent decisions in collaboration with other program staff about effective methods and approaches to reach vulnerable countertop fabrication workers, fabrication operations, health care providers, trade organizations, local health departments, and worker advocacy groups statewide to raise awareness and provide guidance on preventing silica exposures and identifying silicosis. The HPS II has the lead responsibility to convene stakeholder meetings as appropriate to identify current knowledge gaps and needed resources, as well as develop educational resources and update materials as new information becomes available. The HPS II meets with Subject Matter Experts to identify relevant scientific research, review existing strategies, gain expertise in silicosis, and elicit review and feedback on silica exposure guidance for workers and operations. The HPS II develops a dissemination plan and conducts outreach to stakeholders, and responds to inquiries from employers, workers, local health departments, healthcare providers, and other stakeholders regarding recommendations for prevention of silica exposures in the workplace and silicosis in the countertop fabrication industry.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require occasional overnight travel within California (5%).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 50% Plans and leads statewide health education and outreach efforts, evaluation studies, and public health activities of a highly developed scope and complexity, related to engineered stone silicosis in California. Works independently while coordinating with the OHTU Chief and other Occupational Health Branch (OHB) and CDPH staff to set priorities and develop approaches to providing resources to fabrication operations and workers about silica exposures and silicosis. Reviews existing information about identifying and preventing exposure to silica in countertop fabrication; assesses existing materials and the need for material development; develops protocols for effective outreach and education; leads activities within OHB related to educational activities on engineered stone silicosis; develops and updates education and training materials for key stakeholders regarding the prevention and mitigation of silica exposures, as well as identification and care for silicosis patients; and collaborates with partners to disseminate outreach materials to California fabrication operations, workers, local health departments, health care providers and other key stakeholders.
- 20% Develops partnerships and communicates with diverse stakeholder audiences, including local health departments, industry trade groups, other public agencies including CAL/OSHA, worker advocacy organizations, health professional organizations, employers, workers, and others to gather and share information relating to silica dust exposure and silicosis prevention. Develops accessible health information tools and collaborate with other OHB and CDPH staff, as well as

Cal/OSHA, to distribute to employers and workers. Conducts trainings and other outreach methods for local health departments, trade associations, employers, workers, and other audiences on the dissemination of materials for the prevention and mitigation of engineered stone silica exposure.

- 15% Works closely with the CDPH Office of Communications staff to develop and maintain CDPH websites and communications related to the prevention and mitigation of health risks due to engineered stone silica exposures and the diagnosis and care of silicosis patients. Works with OHB staff and other Subject Matter Experts to develop user-friendly materials related to the prevention and mitigation of silica exposures, and to develop targeted communications and outreach campaigns.
- 10% Participates in OHB's Communications Coordination Group and contributes to branch-wide stakeholder relationship building and communications activities. Provides consultation and support to other Occupational Health Surveillance & Evaluation Program and OHB activities as needed. Maintains and develops professional skills and knowledge in relevant areas, including CDPH requirements applicable to areas of expertise (e.g., ADA compliance of documents).

Marginal Functions (including percentage of time)

- 5% Participates in Department and OHB meetings and trainings. 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: CB

Date: 09/2026

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-8338-007
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full Time
Working Title: Occupational Health Educator for Silicosis Prevention	Work Location: 850 Marina Bay Parkway, Richmond, CA
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch, Occupational Health Surveillance & Evaluation Program, Occupational Health Tracking 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 and fulfills the mandates of Senate Bill 20 (2025) by providing outreach and education about the health hazards of silica exposure in engineered stone countertop fabrication operations and silicosis in workers to a variety of stakeholders.

The Health Program Specialist I (HPS I) works under the direction of the Research Scientist Supervisor I in the Occupational Health Tracking Unit (OHTU). The HPS I is responsible for assisting with the planning, implementation, and evaluation of outreach and education efforts on engineered stone

silicosis diagnosis and prevention for employers, workers, healthcare providers, and other stakeholders. The HPS I will help conceptualize program strategies and demonstrate a high level of accountability in implementing the goals of Senate Bill 20. The HPS I collaborates with other program staff about effective methods and approaches to reach vulnerable countertop fabrication workers, fabrication operations, health care providers, trade organizations, local health departments, and worker advocacy groups statewide to raise awareness and provide guidance on preventing silica exposures and identifying silicosis. The HPS I has the primary responsibility to convene stakeholder meetings as appropriate to identify current knowledge gaps and needed resources, as well as develop educational resources and update materials as new information becomes available. The HPS I confers with Subject Matter Experts to identify relevant scientific research, review existing strategies, gain expertise in silicosis, and elicit review and feedback on silica exposure guidance for workers and operations. The HPS I helps to develop a dissemination plan and conducts outreach to stakeholders, and assists in responding to inquiries from employers, workers, local health departments, healthcare providers, and other stakeholders regarding recommendations for prevention of silica exposures in the workplace and silicosis in the countertop fabrication industry.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require occasional overnight travel within California (5%).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 50% Plans and assists with statewide health education and outreach efforts, evaluation studies, and public health activities of a highly developed scope, related to engineered stone silicosis in California. Works independently while coordinating with the OHTU Chief and other Occupational Health Branch (OHB) and CDPH staff to set priorities and develop approaches to providing resources to fabrication operations and workers about silica exposures and silicosis. Reviews existing information about identifying and preventing exposure to silica in countertop fabrication; assesses existing materials and the need for material development; develops protocols for effective outreach and education; supports activities within OHB related to educational activities on engineered stone silicosis; develops and updates education and training materials for key stakeholders regarding the prevention and mitigation of silica exposures, as well as identification and care for silicosis patients; and collaborates with partners to disseminate outreach materials to California fabrication operations, workers, local health departments, health care providers and other key stakeholders.
- 20% Supports the development of partnerships and communication with diverse stakeholder audiences, including local health departments, industry trade groups, other public agencies including Cal/OSHA, worker advocacy organizations, health professional organizations, employers, workers, and others to gather and share information relating to silica dust exposure and silicosis prevention. Develops accessible health information tools and collaborates with other OHB and CDPH staff, as well as CAL/OSHA, to distribute to employers and workers.

Conducts trainings and other outreach methods for local health departments, trade associations, employers, workers, and other audiences on the dissemination of materials for the prevention and mitigation of engineered stone silica exposure.

- 15% Works closely with the CDPH Office of Communications staff to develop and maintain CDPH websites and communications related to the prevention and mitigation of health risks due to engineered stone silica exposures and the diagnosis and care of silicosis patients. Works with OHB staff and other Subject Matter Experts to develop user-friendly materials related to the prevention and mitigation of silica exposures, and to develop targeted communications and outreach campaigns.
- 10% Participates in OHB's Communications Coordination Group, contributes to branch-wide stakeholder relationship building and communications activities. Provides consultation and support to other Occupational Health Surveillance & Evaluation Program and OHB activities as needed. Maintains and develops professional skills and knowledge in relevant areas, including CDPH requirements applicable to areas of expertise (e.g., ADA compliance of documents).

Marginal Functions (including percentage of time)

- 5% Participates in Department and OHB meetings and trainings. 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: CB

Date: 09/2026