

DUTY STATEMENT

Employee Name:	Position Number: 580-520-8338-048
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Consultant	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Maternal, Child, and Adolescent Health Division	Branch/Section/Unit: Maternal / Infant Health Branch Perinatal Equity Section Perinatal Equity Initiative 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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by improving African American maternal and infant health outcomes.

The incumbent works under the direction of the Health Program Manager I, California Perinatal Equity Initiatives Unit, the Health Program Specialist (HPS) I functions as a highly skilled, technical, program consultant responsible for providing support and expertise to the Local Health Jurisdictions (LHJs) funded by the Perinatal Equity Initiative (PEI) and their local grantees. The HPS I is required to provide technical assistance and consultation to Local Health Jurisdictions to support local program development and implementation. The HPS I reviews, monitors, and approves Scopes of Work and budgets; and reviews, analyzes, and provides feedback on required program reports.

The HPS I is responsible for facilitating and participating in the assessment, monitoring and evaluation of program activities and for providing written reports to management with recommendations for

program improvement. The incumbent functions as a liaison between staff in the local programs and the State Maternal, Child and Adolescent Health (MCAH) Division and partners in other programs at the State and local level. Up to 5% in-state travel, which may involve overnight stays, is required to attend meetings, trainings, and conferences, and to visit PEI sites.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% in-state, which may involve overnight stays
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Provides highly skilled written and verbal program consultation and technical expertise to MCAH affiliated programs, including the Perinatal Equity Section for the development and implementation of program standards to promote and ensure optimal program outcomes. Provides direct consultation, coordination, and highly skilled technical assistance to local PEI partners and subcontractors to ensure efficacy and adaptability of model implementation. Leads collaboration with other MCAH Division staff and consultants in the planning, organizing, and implementation of the PEI interventions and evaluation, which assesses, monitors, and tracks project efforts to reduce African American infant mortality and improve the health of Black pregnant and parenting women, infants, and children. Provides program expertise and guidance with Title V duties, such as the five-year needs assessment, progress reports and the Title V grant application as appropriate.
- 20% Works collaboratively with a multi-disciplinary team to research and standardize service interventions with the most promise for reducing African American preterm births and infant mortality. Remains knowledgeable regarding current best practices in public health performance management and program implementation. Maintains professional competence by continual review of evaluation, quality improvement, and MCAH Division and public health programming and implementation literature. Serves and/or leads on various workgroups and taskforces to accomplish program goals. Works in collaboration with and provides technical assistance and consultation to other MCAH direct service programs and CDPH partners, such as the California Home Visiting Program and Adolescent Family Life Program.
- 20% Coordinates and participates in all collaborative internal and external Perinatal Equity Initiative meetings, conferences, and projects as directed, including creating timelines, agendas, and work plans. Conducts outreach to secure speakers and/or facilitators for trainings/workshops. Prepares, routes, and tracks program products and contract deliverables through the document review and approval process. Coordinates MCAH program activities with other State and local programs and develop partnerships with other relevant agencies and organizations to maximize efficacy and avoid duplication of program efforts at the local and State levels. Develops, scores, and reviews criteria Request For Application (RFA) to award contracts; develops scopes of work; monitors and evaluates intervention services for compliance with guidelines; reviews progress reports; writes reports; provides technical assistance visits and contract oversight, and training as appropriate/requested.

- 10% Develops Perinatal Equity Initiative tools. Coordinates with MCAH Research Scientists on the development and monitoring of performance measures and maintenance of the data collected.
- 5% Visits PEI sites statewide to assist with contract negotiations and monitoring for performance compliance.

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: HD

Date: 08/2026