

**DUTY STATEMENT**

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|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Employee Name:<br><b>Vacant</b>                                                            | Position Number:<br><b>580-403-8336-003</b>                    |
| Classification:<br>Health Program Specialist II                                            | Tenure/Time Base:<br>Permanent / Full-Time                     |
| Working Title:<br>Harm Reduction Specialist                                                | Work Location:<br>1616 Capitol Avenue, Sacramento, CA 95814    |
| Collective Bargaining Unit:<br>R01                                                         | Position Eligible for Telework (Yes/No):<br>Yes                |
| Center/Office/Division:<br>Center for Infectious Diseases / Division of HIV, HCV, and STIs | Branch/Section/Unit:<br>Office of AIDS / HIV Prevention 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 addressing the complex preventive health needs of people who use drugs and supporting California service providers who work to advance the health and well-being of this diverse and stigmatized population. This position leads ongoing program evaluation activities, analyzing program outcomes and preparing recommendations to management for statewide harm reduction strategies.

The Health Program Specialist II (HPS II) exercises independent responsibility for critical program decisions, including development of policy recommendations, evaluation of program performance, and determination of compliance findings for syringe services programs (SSPs) applicants and authorized programs and is responsible for the overall administration and oversight of the California's Syringe

Services Authorization Program, which works to expand access to sterile syringes and harm reduction services in underserved areas of the state to prevent HIV, hepatitis C and opioid overdose. Acts as liaison between the Harm Reduction Unit, the Office of AIDS (OA) Support Branch, and CDPH Contract Management Unit. The HPS II provides technical assistance (TA) to organizations seeking authorization as syringe services programs (SSPs), reviews applications for compliance with state law and regulations, and meets tight deadlines to usher applications through the government review process. The HPS II leads the process to update regulations that govern the program, and provides analysis, data, and recommendations regarding litigation involving the program. Serves as primary coordinator for Harm Reduction Unit contracts, grants, and invoices, leading the development of new grant agreements and contracts.

The incumbent works under the general direction of the Staff Services Manager III, Chief of the HIV Prevention Branch.

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**Special Requirements**

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- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: This position requires moderate travel of up to 30% of the time.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

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**Essential Functions (including percentage of time)**

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- 45% **Program Coordination:** Works directly with organizations interested in applying to CDPH/OA for authorization to provide syringe services and coordinates the application process. Provides TA to applicants about the application process, operational and data reporting requirements for authorized programs, and legal requirements for SSP operations in California. Leads the team that evaluates each application; develops a recommendation to authorize or reject the application and develops internal reports, memos, and data briefs to support the recommendation. Conducts all consultations for the authorization program including responding to input from law enforcement and health officers. Administers Office of AIDS Interactive and Communication System (ICS) to track all applications and reauthorizations including all consultation activities. Work with an outside vendor and/or CDPH IT on upkeep and upgrades to the system. Provides information about the CDPH/OA authorization program and specific SSPs in response to requests from the media, CDPH Director's Office, the California Health and Human Services Agency, the Governor's Office and others. Evaluates programs progress reports, data and site visits findings to identify trends, risks, and opportunities for program improvement, and assesses compliance with program standards and provides guidance to SSPs. Maintains a computer-based authorization tracking system, and ensures deadlines are met by reviewers within CDPH and the California Health and Human Services Agency.
- 30% Supports the Harm Reduction Unit Chief and team members on all legal and regulatory issues affecting the authorization program by developing reports, memos, and data briefs related to litigation as well as internal reports that assess the effectiveness, reach, and overall performance

of community or statewide health initiatives, progress updates, graphs, flowcharts for stakeholders and management meetings, and reports to track spending, measure grant milestones, and document budget metrics between various funding sources. This includes coordinating the process of updating regulations and serving on the regulations review team.

- 20% Serves as primary coordinator for Harm Reduction Unit invoices, contracts, and grants. Leads the development of new grant agreements and contracts, guiding the Unit on invoices, contract management policies, and procedures. Reviews invoices, contract scopes of work, supporting elements and exhibits, contract amendments, and other key documents. Maintains understanding of all contracting processes, procedures, and requirements. Acts as liaison between the Harm Reduction Unit, the Office of AIDS (OA) Support Branch, and CDPH Contract Management Unit. Provides consultation to program staff on budgetary processes and fiscal requirements, ensuring compliance with state administrative policies and procedures. Identifies potential barriers to contract execution and implementation, working with the supervisor to address any contracting issues or invoicing issues. Educates other Unit staff and contractors on contracting requirements.

### **Marginal Functions (including percentage of time)**

- 5% Performs other HPS II 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: E.L.

Date: 10/05/2026