

DUTY STATEMENT

Employee Name:	Position Number: 580-310-8336-909
Classification: Health Program Specialist II	Tenure/Time Base: Limited Term/Full-time
Working Title: Youth Sports Commission Lead	Work Location: 1616 Capitol Ave., 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, coordination, and technical consultation to support the Blue Ribbon Commission (Commission) on the development of a California Department of Youth Sports or an Equivalent Centralized Entity, established under the Youth Sports for All Act (AB 749). The Health Program Specialist II (HPS II) serves as the department's primary liaison to the Commission and its stakeholders and leads coordinated planning, communication, research, contractor oversight, and development of the Commission's final report to the legislature and governor. In-state travel is required up to 10% of the time.

The incumbent works under the general direction of the Research Scientist Supervisor II of the Research, Evaluation, and Special Projects Section in the Nutrition and Physical Activity Branch.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Provides leadership for the Commission and maintains ongoing communication with Commission co-chairs and members. Leads complex and highly visible Commission activities, including facilitation of Commission and partner meetings as applicable, public presentations, convenings, and work groups. Ensures that public Commission meetings are strategically planned, accessible, and documented. Serves as the liaison between CDPH, the Commission, and all public/private partners. Through continuous engagement with state departments, local jurisdictions, philanthropic organizations, academic experts, and equity-focused groups, the HPS II fosters collaborative relationships and facilitates discussion around youth sports access, physical activity, safety standards, and the needs of impacted communities.
- 25% Acts in a lead role to develop, execute, and oversee contract agreements to support the required Commission study, ensuring that scopes of work are consistent with study requirements. Tracks and monitors contractor scopes of work, timelines, and deliverables; works with contractor(s) to troubleshoot challenges. Reviews and approves work orders, invoices, and contractor reports.
- 20% Provides expertise on physical activity, youth sports systems, and evidence-informed policy practices. Synthesizes findings from research contract and applies subject matter knowledge to contribute to recommendations. Oversees process for gathering public feedback on final report. Leads development of final report to legislature and the governor and ensures that all required reporting milestones are met.
- 10% Leads communication and coordination with internal and external partners to support collaboration and information sharing. Responds to inquiries from partners and Commission members, manages correspondence related to Commission business, maintains documentation of Commission activities and accomplishments. May require in-state travel for Commission convenings and activities.

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: OCT 2026