

DUTY STATEMENT

Employee Name:	Position Number: 580-310-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Limited Term/Full-time
Working Title: Youth Sports Commission Specialist	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 coordination, technical assistance, research, and contractor support for 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 I (HPS I) serves as a key support person to the Health Program Specialist II (HPS II), ensuring coordinated planning, communication, documentation, data collection, and preparation of materials to advance Commission activities and the development of the final report to the Legislature and Governor. In-state travel is required up to 10% of the time.

The incumbent works under the 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)

- 30% Provides essential support in the development, tracking, and administration of funding agreements and contractor deliverables. Prepares and updates required documents to support budget accuracy and ensure deliverables remain aligned with Commission goals. The incumbent monitors contractor timelines, performs initial review of work orders and invoices, and assists in the review, editing, and proper filing of contractor reports.
- 25% Maintains consistent and effective communication with internal and external partners to advance Commission priorities. The incumbent responds to inquiries from partners and Commission members, prepares and shares information on behalf of the Commission, and facilitates coordinated exchange of data and materials to ensure accurate and timely dissemination of Commission-related updates between the Commission, partners, and contractors.
- 25% Contributes to the planning, coordination, and implementation of Commission meetings, work groups, and convenings. Ensures compliance with public meeting/Bagley-Keene requirements. The incumbent prepares materials, assists with logistics, and participates in meetings as needed to support the HPS II and Commission leadership. Helps manage activities related to obtaining required public feedback for the Commission study, ensuring that engagement opportunities are accessible, well-organized, and properly documented. Assists with the compilation of the Commission's final report to be delivered to the Legislature and Governor.
- 15% Provides subject-matter support on youth sports, physical activity, and evidence-informed practices. The incumbent synthesizes findings, prepares summaries, and supports the development of content needed for recommendations and reporting milestones. May require in-state travel for Commission convenings and activities up to 10% of the time.

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 26