

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full-Time
Working Title: Federal Grants Coordinator	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Preparedness and Response Division of Operations	Branch/Section/Unit: Business Operations Branch, Fiscal Response Operations & Grants Section, Fiscal & Grants Management 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 (CDPH) mission and strategic plan by supporting grants management, fiscal, and budgetary operations for the Center for Preparedness and Response (CPR).

Under the direction of the Supervisor I of the Fiscal and Grants Management Unit the Health Program Specialist (HPS) I will act as a highly skilled, technical program consultant responsible for monitoring

and coordinating grant and programmatic deliverables related to the management of the Public Health Emergency Preparedness Grant; Hospital Preparedness, and Public Health Crisis Response Cooperative Agreements (CoAg). Assures compliance with the Center for Disease Control and Prevention, Administration for Strategic Preparedness and Response, and the Department's administrative policies, practices, and procedures. The HPS I will coordinate with stakeholders for these grants to ensure all CDPH deliverables are met within scope of the Federal Cooperative Agreements.

Up to 5% travel is required. To address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and carry items weighing up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Acts as a skilled technical program consultant and coordinates and leads the development and maintenance of required grant documents for Emergency Preparedness and Response Federal Grant Awards (i.e. Hospital Preparedness Program, Public Health Emergency Preparedness Program, All Crisis Response Cooperative Agreements (Crisis CoAg)). Drafts, edits, and finalizes all required grant documents, including but not limited to application materials, project and budget narratives, work plans, progress reports, and other required documents. Translates public health grant requirements into clear and concise documents applicable to a multidisciplinary audience. Prepares quarterly, semiannual, and end of year performance reports as required by each federal grant. Develops high quality written summaries, updates, and analyses for use by CPR leadership, stakeholders, and federal partners. Implements systems for monitoring and tracking of allocations and fiscal management systems for tracking expenditures and deliverables. Develops written correspondence, program guidance, policy letters, bill and programmatic analysis, monitoring reports, and administrative/operational and training manuals as required.
- 25% Coordinates funding and workplan information for funded programs including internal and external partners. Reviews grant proposals, work products and deliverables for adequacy and completeness. Accumulates, reviews, and evaluates grant fiscal and program information and data to be presented to internal and external stakeholders. Reviews request for the use of carry-over funds to ensure proper use of grant funds with grant requirements. Recommends and develops methods and procedures for the collection and use of required project information for internal and external stakeholders. Develops templates and collects progress reporting information on all required deliverables. Develops plans for grant monitoring and program evaluation in accordance with prescribed procedures to ensure compliance and with deliverable requirements. Develops, monitors, and maintains complex fiscal electronic and paper files. Responsible for working with program representatives to identify and resolve any

issues with expenditure or budget reporting, deliverable tracking, or grant compliance procedures.

- 15% Attends and facilitates meetings with internal and external partners capturing key points and creating follow-up documentation. Develops and executes training presentations and materials to build awareness and engagement around program efforts. Facilitates program engagement and responsiveness through ongoing training efforts, office hours, summary presentations, and provision of clear guidance and direction. Trainings will be delivered to state operations program staff in person, via webinar, or teleconference.
- 10% Provides written guidance to CPR management regarding stakeholder communication on the federal preparedness and response grant awards. Serves as a liaison for stakeholders' questions and technical assistance on the federal preparedness and response grant awards.
- 5% Travels to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attends Federal and State training programs in-services, and continuing education courses to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

☐ 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