DUTY STATEMENT

Employee Name:	Position Number: 580-520-8336-909
Classification: Health Program Specialist II	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

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 II (HPM II), Chief of the Perinatal Equity (PE) Section. The Health Program Specialist II (HPS II) functions as a highly skilled, technical program consultant providing programmatic support to the PE Section's Black Infant Health (BIH) program by managing a caseload of BIH counties, providing technical assistance to those counties, and assisting with expert technical assistance related to the reduction of health disparities in underserved/under-resourced populations, specifically the African American population. The HPS II will collaborate with Maternal, Child, and Adolescent Health (MCAH) program consultants, policy development and epidemiology research scientists, and other state agency partners and stakeholders in identifying and decreasing health disparities, especially within the African American population. The HPS II ensures coordination with related Title V activities and integration of Title V MCAH priorities

as appropriate and provides additional Title V related support as needed to ensure alignment of program goals.

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% Serves as a lead and subject matter expert for BIH programs. Independently provides high-level program consultation to the BIH and PE 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 BIH partners to ensure efficacy and adaptability of model implementation. When necessary, travels to BIH sites to assist with contract negotiations and monitoring for performance compliance, leads consultation activities between state BIH program and local BIH sites and stakeholders, and maintains a critical role in collaborating with other MCAH Division staff and consultants in the planning, organizing and implementation of the BIH program evaluation that 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.

20% Develops and prepares official correspondence, reports, papers, and articles, including, but not limited to, Program Policy Alerts, various written policies and procedures, program Scope of Work, program descriptions/summaries, legislative bill analyses, and position statements. Monitors and evaluates intervention fidelity and compliance with BIH program requirements, reviews progress reports, conducts technical assistance visits, and provides technical assistance, contract oversight, and training.

20% Serves as BIH liaison to ensure ongoing coordination and communication within the PE Section for Results Based Accountability with the PE Initiative, MCAH, and Center for Family Health. Maintains expertise on best practices in public health performance management and continuous quality improvement. Maintains professional competence by continual review of evaluation, CQI, MCAH, public health programming, and implementation literature. Serves on various workgroups and taskforces. Collaborates and provides technical assistance and consultation to other MCAH programs and CDPH partners, such as the California Home Visiting Program.

15% Collaborates with a multi-disciplinary team to research and standardize service interventions with the most promise for reducing African American preterm births and infant mortality. Responsible for the development of grant applications for the purpose of securing funding for CDPH. In addition, provides program expertise and guidance with Title V duties, such as the five-year needs assessment, progress reports, and the Title V grant application.

Marginal Functions (including percentage of time)

5% Performs other job-related 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: BH
Date: 07/2024