DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-405-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Strategic Projects 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 Infectious Diseases Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS AIDS Drug Assistance Program Branch PrEP-AP and Strategic Projects Section Strategic Projects 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 advancing health equity and strategic planning goals and objectives and to promote recognition and reduction of the burden of infection among California's most vulnerable populationsthrough changes in workplace culture and practice.

The Health Program Specialist I (HPS I) serves as the lead for the development and implementation of both state and federally funded trauma-informed and patient centered programs and special projects that focus on the health needs of vulnerable and underserved populations who have various intersecting social determinates of health needs. Acts as the lead project coordinator for state-funded programs that address the social determinants of health and aim to reduce health disparities by increasing racial health equity efforts. Works to eliminate health inequities that result in

disproportionate disease burdens among marginalized demographic groups and aligns and mobilizes resources and community partners to achieve targets.

The HPS I works closely with external and internal partners such as enrollment sites, enrollment workers, clinical providers, pharmacies, local health jurisdictions (LHJ), community-based organizations (CBO), and other branches within the Office of AIDS (OA), such as program staff in the ADAP and the ADAP and Care Evaluation and Informatics (ACEI) Branch. Responsible for coordinating and contributing significant content to federal grant applications and progress reports; coordinates guidance and other instructions for issuance to community partners; manages ad hoc analyses on a wide variety of policies, programs and issues; leads and/or participates on policy and planning committees and work groups; plans and coordinates meetings; leads and facilitates programmatic webinars, researches processes and procedures, and summarizes findings, policies, or organizational structures in order to develop and/or implement changes and provides consultative services to department administrators, partners, and external partners.

The incumbent works under the direction of the Supervisor I, Chief of the Strategic Projects Unit.

Special Requirements

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

Essential Functions (including percentage of time)

30% **Project Development and Coordination:** Serves as the lead project coordinator for all state-funded projects administered by the Unit. Leads in the planning, coordination, and development of requests for applications (RFA) for state funded projects. The incumbent will familiarize themselves with Health and Safety Code (HSC) that determines RFA intentions and requirements and leads the planning and development of the RFA, including leading community engagement and outreach efforts, RFA release and application review processes. Works closely with the ADAP Branch management team to facilitate the RFA review and approval process as necessary. Works closely with the Contracts and Grants Unit in contract development processes, including scope of work and budgets, as needed, and leads in the planning, development, and facilitation of all quarterly meetings of those awarded, including surveying project staff, scheduling meetings, developing agendas and discussion questions. Identifies technical assistance needs and topics for discussion and presentations during quarterly meetings and will reach out to OA staff and awardees to solicit presentations during quarterly meetings. Works closely with the ACEI to support equity-informed data and evaluation of current projects. Assesses data collection tools for data elements related to health disparities, identify barriers and best practices for advancing health equity. Works to advance health equity goals and objectives and promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice. This position advances racial equity, climate and economic justice, diversity, and inclusion in approach, processes, policies, and deliverables.

30% **Technical Assistance(TA)/Local Capacity Building(LCB):** Serves as the primary lead to

determine the TA needs of funded LHJ, health care agencies, and county CBO through formal assessments, focused groups, learning collaboratives and informal conversations. Works cross-functionally to identify meaningful ways to implement and ensure capacity-building assistance and programmatic priorities are fully integrated. Serves as the lead coordinator of the development of programmatic guidance documents for federal and state-funded special projects.

25% **Program Implementation:** Leads the facilitation of focus groups, community events, and assessments with members who are representative of the priority population and discussions with external partners on how funding should be used to develop and implement culturally responsive, trauma-informed, patient-centered and equitable programs. Works closely with ACEI Branch to conduct data analysis as well as conducts analysis on existing programs to identify promising practices, data-based and strength-based approaches that are used to dismantle racial and health inequities for improving health outcomes of priority populations. Serves as lead on program planning projects and periodic progress and evaluation reports for federal and state-funded entities. Independently researches and develops issue papers, reports, correspondence surrounding various HIV/AIDS issues. Participates in and/or leads the development of programmatic guidelines to ensure that all departmental, programmatic, legal, and fiscal requirements are met. Continuously monitors implementation of programs and special demonstration projects by hosting learning collaboratives, develops and reviews progress reports, ensuring contract deliverables are met, and provides technical assistance.

10% **Program Support:** Responsible for providing responses for all the related drills emanating from CDPH Center for Infectious Disease and CDPH Program Support Branch. Oversees the analysis of relevant laws, policies and proposed legislation and advises upper management on implications of current and proposed policies. Works with the OA management team and staff to coordinate efforts and address program related issues. Assists in the coordination of audit requests made by State and Federal agencies for the Unit. Oversees staff coordination and monitoring of federal grant applications and annual reports.

Marginal Functions (including percentage of time)

5% Establishes and maintains rapport and effective working relationships with federal, state, and local representatives, CBOs, public and private groups, and the public. Performs other HPS I 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: HD
Date: 07/2026