DUTY STATEMENT

Employee Name:	Position Number: 580-345-8338-006
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Consultant	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: California Tobacco Prevention Program/ Health Equity and Community Engagement Section/ Health Equity and Local Programs 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 implementing programs to reduce tobacco use and exposure to secondhand smoke.

The incumbent works under the direction of the Health Program Manager (HPM) I, Health Equity and Local Programs Unit within the California Tobacco Prevention Program (CTPP). The Health Program Specialist (HPS) I serves as a technical program consultant with expertise in tobacco prevention public

health policy, program planning, assessment, and implementation. Responsibilities include developing and coordinating tobacco prevention strategy design, formulating policy recommendations, designing programmatic interventions, overseeing data collection and analysis, and establishing evaluation methods. The role entails analyzing current research and evaluation data, conducting needs assessments and trainings, facilitating workgroups, participating in strategic planning sessions, and creating programmatic guidelines. Additionally, the HPS I provides consultation to local, state, and federal agencies as well as community organizations, requiring a significant degree of autonomy. The position involves travel in-state and out-of-state (approximately 10%), including occasional overnight stays for trainings, meetings, and conferences.

Special Requirements

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

Essential Functions (including percentage of time)

30% Provides consultation and coordination for health programs serving priority populations with elevated tobacco use. Responsible for developing and evaluating health education program standards, establishing policies and procedures, and overseeing their implementation by local health departments, community-based organizations, and statewide training and technical assistance contractors. Provides comprehensive coordination, project management, and program consultation to 15–20 local health departments, community organizations, and technical assistance contractors throughout the state. Reviews and approves progress reports, evaluation documents, and deliverables produced by contractors to ensure compliance with departmental and programmatic standards, policies, and procedures.

30% Coordinates and leads efforts to reduce tobacco-related disparities and implements population based public health interventions in collaboration with partners and key stakeholders. Facilitates multi-disciplinary teams to develop interventions, trainings, educational resources, and policy briefs that support local health departments, community organizations, and statewide contractors in serving diverse populations effectively. Keeps current on research and trends, collaborates with all CTPP sections, and recommends strategies for engaging diverse communities.

20% Plans, prepares, coordinates, drafts, and participates in procurement activities, including requests for proposals and applications, while ensuring compliance with local health department guidelines to secure project funding and services. Develops procurement documents and

procedures for reviewing proposals and handling negotiations. Participates in evaluating, negotiating, and making recommendations to management regarding project funding approval.

10% Coordinates CTPP health equity initiatives with local, state, and federal agencies, constituency groups, organizations, programs, and campaigns. Serves as a representative for CTPP at meetings focused on health equity and tobacco-related disparities. Proactively engages external groups to establish and sustain constructive working relationships with CTPP regarding health equity and efforts to reduce tobacco-related disparities.

Marginal Functions (including percentage of time)

5% This role involves drafting legislative proposals, bill analyses, issue memos, correspondence, federal grant applications, reports, and scientific abstracts concerning tobacco-related disparities and intervention initiatives. The work is coordinated with relevant offices, including the Office of Legislation and Governmental Affairs, the Office of Legal Services, the Office of Health Equity, and the Office of Communications.

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: CB
Date: 10/2026