DUTY STATEMENT

Employee Name: **VACANT**	Position Number: **580-351-8338-002**
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Occupational Health Specialist	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch / Special Projects and Program Support 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 and is critical to the California Department of Public Health's (CDPH) mission and strategic plan by advancing statewide occupational health initiatives and providing expert program consultation to improve the prevention of work-related injury and illness in California.

The incumbent works under the direction of the Health Program Manager II of the Special Projects and Program Support (SPPS) Section, within the Occupational Health Branch (OHB) of the Center for Healthy Communities. The Health Program Specialist I (HPS I) serves as a highly skilled, technical program consultant supporting complex and sensitive occupational health initiatives, branch-wide special projects, and program support functions. The incumbent provides analytical, programmatic,

and consultative support to strengthen statewide prevention of work-related injury and illness. The HPS I contributes to planning, implementing, evaluating, and improving projects involving health education, surveillance, outreach, policy development, stakeholder engagement, and administrative operations for the OHB.

Special Requirements

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

Essential Functions (including percentage of time)

40% Assists in coordinating branch-wide initiatives, milestones, and project timelines by providing analytical and technical support. Maintains tracking tools, databases, and documentation systems for monitoring outreach, education, and branch activities. Participates in planning, organizing, and evaluating occupational health-related special projects, including research, education, surveillance and policy work, by conducting background research, analyzing data, gathering input from subject matter experts, and helping establish project goals, timelines, and evaluation metrics. Contributes to quality improvement by identifying operational needs and recommending strategies that strengthen coordination across OHB. Provides analytical input on collaborative processes and program improvements with internal partners that includes analysts, scientists, physicians, educators, interns, contractors, Section leadership, cross-program workgroups, and external partners including local health departments, California Occupational Safety and Health Administration (Cal/OSHA), employer groups, worker organizations, community organizations, and other agencies involved in occupational health and workplace safety. Drafts, reviews, and edits briefing materials, reports, presentations, and other project-related documents to ensure accuracy, completeness, and alignment with CDPH and State standards. Supports multidisciplinary staff by organizing project workflows; preparing background summaries; maintaining shared resources; assisting in the development and dissemination of education, outreach and policy-related materials; facilitating communication and collaborative sessions; and helping teams meet project timelines and documentation requirements.

30% Assists in developing public health education and outreach materials that inform workers, employers, and partners about occupational health risks, regulations, and prevention strategies. Supports consultation activities with local health departments, Cal/OSHA, employer organizations, unions, community groups, and other partners, by researching and compiling background information, preparing briefing materials, and documenting worker and stakeholder concerns. Assists in evaluating the effectiveness of educational products, outreach campaigns, trainings, and special project activities. Contributes to the dissemination of occupational health information through digital platforms, presentations, and collaborative events. Conducts background research, environmental scans, and summary analyses to inform outreach

strategies.

25% Assists with the development and processing of contracts, procurements, scopes of work, and service order requests necessary to support OHB projects. Supports administrative processes including document routing, quality control, records management, policy compliance, and tracking of approval packages. Reviews internal policies, procedures, and program guidelines; conducts basic analysis of administrative, operational, or policy issues and provides recommendations to management. Ensures program documents adhere to State, Health and Human Services, and CDPH requirements, including professional, technical, and accessibility standards. Contributes to workload tracking, reporting requirements, legislative analysis, and preparation of documents for senior leadership.

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: CB
Date: 11/2026