DUTY STATEMENT

Employee Name:	Position Number: **580-035-8338-901**
Classification: Health Program Specialist I	Tenure/Time Base: Limited Term/Full-Time
Working Title: Transgender, Gender-Diverse, and Intersex Health Equity Specialist	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Gender Health Equity Section / Transgender, Gender-Diverse and Intersex Wellness and Health Equity 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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the direction of the Transgender, Gender-Diverse and Intersex Wellness and Health Equity Unit (TGI Unit) Manager, Health Program Manager I (HPM I), and functions as a subject matter expert in the area of TGI health equity and gender-affirming care, supports the design and implementation of TGI Unit grant programs and funding opportunities, and provides technical

assistance, outreach, and education to various health disciplines and community agencies to coordinate services appropriately. The HPS I is a highly skilled technical program consultant expected to provide coordination of activities including program planning, implementation, and evaluation, contract/grant management, communications, stakeholder engagement, procurement and solicitations, interpretation of research and data, and training. Limited in-state travel may be required (10%).

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% Responsible for administrative coordination and programmatic oversight for 2TGI Fund grants/contracts. Provides recommendations for funding priorities in line with legislative mandates. Leads procurement and solicitation processes including community input, the development of funding structure and Requests for Applications (RFAs), and application scoring. Provides technical assistance and guidance to Program, local health departments, and contractors/grantees on required administrative functions relating to contracting. Reviews, monitors, and evaluates fiscal and programmatic outcomes for the TGI Unit (including State Operations and Local Assistance budget review and projections, expenditure tracking, etc.) and other relevant contractors/grantees. Implements and oversees grant funding requirements. Assists in applying appropriate regulations, policies, and procedures that pertain to TGI Unit-funded grant agreements. Ensures deliverables are submitted in a timely manner and are accurate, thorough, and consistent with legislation, applicable policies, and State requirements. Makes recommendations to the HPM I regarding the policies and resources needed to ensure ongoing program success.

20% Leads administrative processes such as the preparation of grant/contract files and documentation. Works closely with the HPM I, Analysts, and other Health Program Specialists to support the on-going work of the Unit. Provides consultation and subject matter expertise in TGI health equity and gender-affirming care across CDPH and other agencies. Consults with other CDPH offices as needed on processes, procedures, and best practices for 2TGI Fund management. Represents the Office of Health Equity (OHE) in internal CDPH meetings and assists in providing trainings, technical assistance, and presentations on TGI health to support gender health equity capacity building of CDPH staff and staff from other departments and agencies, as needed.

15% Represents Program with local, state, and community gender health equity programs, agencies, organizations, and initiatives. Represents Program at internal and external meetings. Proactively identifies, fosters, and pursues partnerships with external stakeholders to advance stakeholder engagement, develop and maintain positive working relationships, gain

programmatic insight on current 2TGI-serving organization landscape and community needs, and informs stakeholders of TGI Unit direction. Assists with communications projects; supports the design, implementation, tracking, monitoring, and reporting of TGI Unit activities. Builds, establishes, and maintains collaborative partnerships within CDPH, other State departments, and local organizations to increase inter-Agency communication and data sharing partnerships. Reviews program materials to ensure cultural and linguistic appropriateness. Supports program activities and communications with non-English speaking audiences.

10% Assists in the preparation of legislative testimony, analysis, and briefing materials. Contributes to memoranda, issue statements, and reports to communicate critical program information to all levels of State government, county governments, and other parties interested in the work of the Initiative. Travels to oversee on-site reviews with stakeholders, grantees, and subcontractors and provides guidance as needed.

10% Assists HPM I in researching, analyzing, consulting, and preparing materials to engage both internal and external Initiative stakeholders. Provides advice and technical assistance to program staff on solicitation documents to ensure appropriate process (e.g. non-competitive bids, requests for proposals, invitations for bids, and requests for applications). Writes and distributes guides to provide information for developing procurement documents. Serves as a point of contact for external stakeholder communication.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

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: J.A.
Date: NOV 26