

DUTY STATEMENT

Class Title Health Program Specialist II	Position Number 581-330-8336-909
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COI Classification
 Yes No

Unit

Section

Branch
Chronic Disease Control Branch

Division
Chronic Disease and Injury Control

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary: The Health Program Specialist II (HPS II) serves as the Project Director for the Lifetime of Wellness: Communities in Action (Communities in Action) (LWCA) Project. This is a federally funded position based on a four-year grant received from the Centers for Disease Control and Prevention (CDC) State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke – financed solely by Prevention and Public Health Funds – CDC-RFA-DP14-1422PPHF14. The aim of the Communities in Action initiative is to support implementation of population-wide and priority population approaches to prevent obesity, diabetes, and heart disease and stroke and reduce health disparities in these areas among adults. The incumbent will be responsible for providing guidance to a small technical team, including a Health Program Specialist and Associate Government Analyst, to conduct program planning and implementation; and will coordinate the ongoing activities of LWCA grant in consultation with management. The HPS II will lead the Project Management Team, and coordinate between the Prevention First: Advancing Synergy for Health (Prevention First) staff within the CDCB, Nutrition Education and Obesity Prevention Branch (NEOPB), and Safe and Active Communities Branch (SACB) to minimize duplication of efforts and maximize leveraging of resources and partnerships. The incumbent will lead a multi-disciplinary team and will plan, develop and implement evidence-based strategies to achieve performance measures per the grant requirements.

Supervision Received: Under direction of the Chronic Disease Control Branch Chief (Public Health Medical Administrator I)

Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions

30%	Serves as the Project Director and is responsible for planning, developing, coordinating, implementing, monitoring, and evaluating LWCA program activities. Provide technical assistance/guidance on the development of Local Health Department (LHD) contracts to include the full required scope of the LWCA grant strategies: Recommend environmental and health system policies to promote health, support and reinforce healthful behaviors, and build support for lifestyle improvements for the general population particularly for those with
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uncontrolled high blood pressure and those at high risk for developing type 2 diabetes (11 strategies); Engage health system partners on health-related advisory committees to implement plan and recommend interventions and community-clinical linkages that focus on the general population and priority populations (4 strategies.) Evaluate and monitor compliance in meeting health program objectives and achieving the short, intermediate and long-term performance measures. The HPS II will coordinate with CDPH upper management to ensure adequate representation and participation on the funder-required Core Project Management Team; and conduct monthly to quarterly meetings as needed to obtain guidance on project activities, evaluation, performance measures and methods to identify and engage appropriate stakeholders and organizations. The HPS II will lead project and stakeholder meetings, monitor the project's progress, and prepare reports and communication with key partners and CDC.

- 25% Provides public health policy expertise and guidance to team members. Responsible for developing and monitoring the local health department contracts and statewide technical assistance contracts, including University of California, Davis (evaluation), California State University, Sacramento (training and technical assistance meetings), and Health System Intervention Training and Technical Assistance (TBD). Develop training and technical assistance needs assessment for contractors and key partners to determine gaps in knowledge and expertise related to local health policies that support and reinforce healthful behaviors, lifestyle improvements; and support health system intervention and community-clinical linkages that focus on populations experiencing higher risk or disproportionate disease burden. Leads site visits to LHD, maintains relationships with LHD staff, and develops and finalizes scopes of work and budgets. Works closely with the evaluation contractor to develop evaluation plan, and to ensure compliance with required performance measures. Lead on collaboration with appropriate internal and external partners to create opportunities for synergy.
- 20% Maintain ongoing relationship with Prevention First staff (CDCB, NEOPB, and SACB) to coordinate and share information on program and evaluation activities, and identify areas of synergy or ways to enhance program activities that lead to successful health policy and system change. Attend and participate in advisory and program meetings, trainings, and conference calls related to environmental and health system policy change to promote health, support and reinforce healthful behaviors, health system interventions and community-clinical linkages that focus on the general population and priority populations with the highest risk of cardiovascular disease and diabetes. Provide expertise on development and approval of bill analysis and legislative proposals related to diabetes and cardiovascular disease management and prevention, and evidence-based interventions related to physical activity, and prevention/self-management of chronic diseases. Writes reports, policy papers, legislative testimony, and program guidelines. Performs critical and complex analyses of national and state legislation related to obesity prevention, nutrition guidelines, health system interventions, and community-clinical linkages strategies.
- 15% The incumbent will be the primary contact for the LWCA project and will conduct project calls with the CDC project officer. Responds to requests for reports, publications, presentations, workgroups, and lead on coordinating site visits for the project. Develops and coordinates federal progress reports and applications for continuation of funding. Provides input for data analysis and evaluation outcomes. Oversees submission of required data reports. Develops progress reports and continuing application for submission to CDC. Participates and/or leads on CDC monthly calls, LWCA meetings, CDCB leadership team meetings and other meetings. Works in consultation with the CDCB Evaluation Specialist to conduct, plan, and develop a summary analysis of performance measures for grant strategies. Assesses barriers affecting progress and recommends solutions to counter barriers.

5% Maintains professional competency by continual review of chronic disease prevention literature. Serves on workgroups, taskforces, state and national organizations that address chronic disease prevention. Attends CDC conferences and other chronic disease prevention conferences and trainings. Assists in the development of new grant applications for the purpose of securing funding for CDPH.

Percent of Time Marginal Functions

5% Performs other job-related duties, as needed.

Employee's signature	Date
Supervisor's signature	Date