

DUTY STATEMENT

Class Title Health Program Specialist I (HPS I)	Position Number 581-330-8338-909
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Section

Branch

Chronic Disease Control Branch

Division

Chronic Disease and Injury Control

This position requires the incumbent adhere to the mission and core values of CDPH, 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 I (HPS I) will provide leadership, project management and programmatic oversight for cross-sectional teams, workgroups and individuals that contribute to the content development, implementation, evaluation, revision, training, and technical assistance of the Preventive Health & Health Services Block Grant (PHHSBG). The HPS I provides expertise in content areas that may include: health promotion, health disparities, cultural competency, etc.

The HPS I works in partnership with cross-sectional teams in the planning, development, implementation, monitoring, and evaluation of health programs; review of local work plans; delivering trainings to appropriate target audiences at the state and local level; contributing to the planning and content of state and federal sponsored meetings and conferences; provides consultation to State and local agencies on health policy issues, and provides recommendations accordingly; and when applicable and appropriate, monitor contracts for services.

The HPS I will work collaboratively with a mix of state level public health professionals such as a Public Health Medical Administrator I (PHMA I), Public Health Medical Officers, Health Program Managers, Staff Services Managers, Associate Governmental Program Analysts, and support staff across multiple units and sections within the Chronic Disease Control Branch, (CDCB). The HPS I identifies, develops and maintains partnerships with multiple centers and branches within CDPH, the Emergency Medical Services Authority, public and private entities; works as a member of a multi-disciplinary and collaborates across these areas to ensure successful delivery of the PHHSBG, as well as policy systems and environmental change strategies; and provides comprehensive public health expertise to PHHSBG Programs.

Supervision Received: Under the direction of the PHMA I, Chief of the CDCB. The HPS I will also receive health program guidance from the Staff Services Manager II (Supervisor), Business Operations Section (BOS).

Supervision Exercised: Serve as the Lead to BOS Administration Unit Staff (Office Technician, Associate Governmental Program Analysts, Associate Accounting Analysts, et al).

Description of Duties: See detailed description below:

Percent of Time Essential Functions

40%	Provides leadership, project management and programmatic oversight for 24 PHHSBG programs (15 CDPH and 9 Emergency Medical Services Authority (EMSA). This includes planning, implementation, evaluation and monitoring. Leads strategic discussions for annual goals and work
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- plans; identifies resources needed, project milestones and annual deliverables. Works with cross-sectional teams to conduct formative research to create content for performance metrics, annual reports, success stories, communications plans, technical assistance packages, partnership goals, materials development, and evaluation activities. Identifies and/or develops tools, materials and technical assistance packages to implement relevant health policy initiatives. Ensures that all program elements are scientifically accurate, grounded in evidence-based public health approaches, and adhere to strong communications and health in all policies & principles. Provides public health expertise, facilitation and project management to cross-sectional workgroups for the development, testing and evaluation of program materials, messages and trainings, refined and/or expanded intervention methods, partnership development, policy recommendations, and evaluation. Ensures programs are completing activities that support related health objectives and align with the Healthy People 2020 Objectives, the 4 CDC Domains, the California Wellness Plan Objectives, etc. Reviews and makes recommendations regarding approval of local contractors' materials. Assists with technical assistance (1:1, or in groups; in person, teleconference or webinars) training classes and conferences for PHHSBG staff, grantees, contractors, and partners, on federal and/or state deliverables, tool kits, policy, systems and environmental change approaches, and web-based materials. Works with the public and PHHSBG Advisory Committee to ensure appropriate formative, process, and impact evaluation of program and activities is carried out and applied to future program direction. Researches existing and emerging public health issues and new technologies for innovative ways to implement the PHHSBG; communicates best practices; contributes this knowledge and information to strategic and operational plans, presentations, and reports.
- 25% Develops, maintains and expands internal/external partnerships with federal and state organizations that align with PHHSBG programs. Collaborates closely with other centers within the Department, EMSA, partners, contractors and grantees working with related and relevant agencies, organizations and individuals, and confers routinely regarding matters of health policy. Works in collaboration with internal and external partners to develop broad policy recommendations with immediate and long-range impact. Maintains successful relationships with key stakeholders and stakeholder groups, and represents the PHHSBG in advisory and working groups. Recruits organizations to endorse, adopt and/or adapt PHHSBG programs, and assists in the expansion of the program. Facilitates the Unit's relevant partnership and policy workgroups. Represents the CDCB at conferences and professional meetings. Provides web content and updates to ensure accurate reflection and communication of current programs, resources, materials and success stories.
- 10% Provides content and support for the development and administration of PHHSBG procurements, including, but not limited to Requests for Proposals (RFPs) and Requests for Applications (RFAs), etc., as required, to advance public health approaches to develop and implement programs to increase healthy years of life for all Californians, and to reduce the morbidity and mortality that result from preventable disease and injury, inclusive of policy, systems and environmental change recommendations, technical assistance, and to engage subject matter experts in support of the PHHSBG. Draft responses for additional PHHSBG funding opportunities, as they become available, and as they align with CDCB goals and program priorities.
- 10% Collaborates with other CDCB staff in assisting with the completion of the funder required documentation and reporting, and participates in funder guided technical assistance – including participation in teleconferences, webinars, conferences, and site visits. In-State and out-of-state travel is required.
- 5% Provides programmatic leadership and oversight for grantees and subcontracts, as applicable. Reviews reports, contracts and invoices for accuracy; provides technical assistance and guidance to ensure compliance with state and federal program and fiscal requirements.
- 5% Provides technical expertise to other members of the Unit, other CDCB Programs, programs within the Department, and EMSA. Prepares a wide variety of program-related policy resources, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentation, testimony, journal articles, reports, memos, and correspondence including tabular, graphic, statistical, and electronic displays. Represents the CDCB at state level meetings,

state and federal conferences, stakeholders and other meetings as required. Researches and applies public health and health education theory and practice and its application to the PHHSBG programs.

Percent of Time Marginal Functions

5% Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date