Federal Fiscal Year (FFY) 2012
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Part I

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Section G: <u>Signature Page</u>

1. Introduction

- PDF copy of the Plan on CD
- Acronym List
- CDSS, UC-FSNEP, and Network Organizational Charts
- CDSS and Network Phone Lists

Section A: <u>Needs Assessment</u>: Identifying and Understanding the Target Audience

Section B: <u>Nutrition Education Plan</u>

State Level Objectives

1. Network

a. Local Project Summaries

I. Local Incentive Awardees (LIAs)

- Children & Families Commissions
  1. Madera County Children and Families Commission - First 5
- City Governments
  1. Montclair, City of
- Colleges/Universities – Public
  1. East Los Angeles College
  2. Los Angeles Trade Technical College
- County Offices of Education
  1. Alameda County Office of Education (Coalition)
  2. Fresno County Office of Education
  3. Humboldt County Office of Education
  4. Kern County Superintendent of Schools
  5. Los Angeles County Office of Education
  6. Merced County Office of Education
  7. Napa County Office of Education
  8. Orange County Superintendent of Schools (ACCESS)
  9. Orange County Superintendent of Schools (Coalition)
  10. San Bernardino County Superintendent of Schools
  11. Shasta County Office of Education
  12. Tulare County Office of Education

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- County Welfare Dept./Local Hlth Dept. – CDSS/CDPH
  1. El Dorado County Public Health
  2. Fresno County Department of Public Health
  3. County Health Department Imperial County

4. Kern County Public Health Services Department
5. County Health Department Kings County
6. County Health Department County of Lake
7. Madera County Public Health Department
8. County Health Department Merced County
9. County Health Department Napa County
10. County Health Department Nevada
11. Placer Health Services Department
12. Rural Cluster LHD
13. County Health Department San Diego
14. County Health Department San Luis Obispo
15. County Health Department Santa Cruz
16. Sonoma County Department of Health Services
17. Stanislaus County Health Service Agency
18. County Health Department Sutter
19. County Health Department Tulare County
20. Yuba County Health and Human Services Department

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- Indian Tribal Organizations
  1. California Rural Indian Health Board, Inc.
  2. Southern Indian Health Council, Inc.
  3. United Indian Health Services, Inc.

- Public Health Departments – Cities & Counties
  1. Alameda County Health Care Services Agency
  2. Berkeley, City of, Health and Human Services Department
  3. Contra Costa Health Services (Community Wellness and Prevention Program)
  4. Humboldt, County of, Department of Health & Human Services
  5. Imperial County Public Health Department
  6. Long Beach, City of, Department of Health & Human Services
  7. Monterey County Health Department
  8. Orange, County of, Health Care Agency
  9. Pasadena, City of, Public Health Department
  10. Riverside, County of, Community Health Agency
  11. San Francisco, City and County of, Department of Public Health
  12. San Joaquin County Public Health Services
  13. San Mateo County Health Services Agency
  14. Santa Barbara County Public Health Department

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  15. Santa Clara, County of, Public Health Department
  16. Shasta County Health and Human Services Agency, Public Health Branch
  17. Solano County Health and Social Services Department
  18. Ventura County Public Health Department
  19. Yolo, County of, Department of Public Health

- Parks & Recreation Agencies
  1. Duarte, City of, Parks and Recreation Department
  2. San Bernardino, City of, Parks, Recreation and Community Services Department

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- Schools/School Districts
  1. ABC Unified School District
  2. Alhambra Unified School District
  3. Alisal Union School District
  4. Berkeley Unified School District
  5. Calistoga Joint Unified School District
  6. Compton Unified School District
  7. Del Norte Unified School District
  8. Downey Unified School District
  9. El Monte City School District
  10. Elk Grove Unified School District
  11. Greenfield Union School District
  12. Hawthorne School District
  13. Huntington Beach Union High School District
  14. Kernville Union School District (Family Resource Center)

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  15. Lamont School District
  16. Long Beach Unified School District
  17. Los Angeles Unified School District
  18. Monrovia Unified School District
  19. Montebello Unified School District
  20. Mount Diablo Unified School District
  21. Newport-Mesa Unified School District
  22. Pasadena Unified School District
  23. Rosemead School District
  24. San Francisco Unified School District
  25. Santa Ana Unified School District
  26. Santa Clarita Valley School Food Services Agency
  27. Santa Cruz City School District
  28. Ukiah Unified School District
  29. Vaughn Next Century Learning Center
  30. Ventura Unified School District
  31. Visalia Unified School District
  32. Windsor Unified School District

- University of California Cooperative Extension
  1. University of California, The Regents of the Cooperative Extension in Alameda County (Child and Youth Nutrition Program)
  2. University of California, The Regents of the, Cooperative Extension of Alameda County (Family and Consumer Services)

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II. Non Profit Organizations

1. California Association of Food Banks (Nutrition Education)
2. California State University, Chico, Research Foundation (SCNAC)
3. Central Valley Health Network
4. San Francisco General Hospital Foundation (Chinatown Public Health Center)

III. Special Local Projects

- Local Food & Nutrition Education Projects (LFNE)
  1. Alameda Point Collaborative
  2. Asian Health Services
  3. CSU, Chico Research Foundation
  4. Child Development Resources of Ventura County

5. Collective Roots
6. Community Alliance with Family Farmers
7. Education and Leadership Foundation
8. FAME Assistance Corporation
9. Familia Center
10. Family HealthCare Network
11. Mandela Marketplace
12. Neighborhood Parks Council
13. North Coast Opportunities
14. RootDown LA
15. San Ysidro Health Center
16. Sustainable Economic Enterprises of Los Angeles
17. Vista Community Clinic

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b. State Project Summaries

I. Regional Networks

State: Region Contracts

1. Bay Area Region
2. Central Coast Region
3. Central Valley Region
4. Desert Sierra Region
5. Gold Coast Region
6. Gold Country Region
7. Los Angeles County (Region)
8. North Coast Region
9. Orange County Region
10. San Diego and Imperial Region
11. Sierra Cascade Region

II. Fruit, Vegetable, and Physical Activity (FVPA) Campaigns

III. Communications

State Media Contract

- Media Targeting Data
  - a. Media Plan and Flow Chart
  - b. LA TV Worksheet
  - c. Radio Worksheet
  - d. LA Outdoor Worksheet

IV. Research & Evaluation

State

- Behavior Risk Factor Surveillance System (BRFSS)
- Office of Women's Health Surveys

V. Community Development

State

- Clearinghouse Project

VI. I.T.

State

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VII. Administration

State

VIII. Technical Assistance and Special Projects
State
- Technical Assistance
- Special Projects

IX. Training
State
- Center for Collaborative Solutions (CDE)
- Sacramento State University Foundation Annual Conference
- CDPH-Project LEAN - Community
- CDPH-Project LEAN – Obesity Conference

X. Materials & Distribution

c. PHI Consolidated Budget Narrative

Section C: **Staffing**
I. Network Local Projects Staff Form
II. State Staff Form
III. PHI Staff Form
IV. CDSS Staff Form
IV. UC-FSNEP Form

Section D: **Budget Summary**
I. State Summary Page
II. Network Budget
III. PHI Budget
IV. OST Travel Chart
V. CDSS Budget
VI. UC-FSNEP Budget

Section E: **Assurances**
Section F: **Waiver Requests**
A. Network
B. CDSS
C. Attachment 1—FVPA Campaign Waiver Attachments (provided in PDF only)
a. Qualifying Census Tracts for SNAP-Ed (ACS Eligible All Races)
b. Qualified Census Tracts 100 PCT Poverty by Race-Ethnicity (ACS 05-09)
c. Block group by 185 FPL for all regions 05-09

2. CDSS SNAP-Ed CalFresh Unit
A. Project Summary, Budget Cover Sheet, Budget Justification
B. Innovative Ideas Project (2) Project Summaries, Budget Cover Sheet, Budget Justification

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3. UC-FSNEP California State Plan:
a**. Local Project Summaries, Staffing & Budgets**

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APPENDICES
SUPPORTING DOCUMENTATION

Section A: Needs Assessment Attachments

Attachment 1—Race/ Ethnicity of California's CalFresh Participants by County
Attachment 2—Child Poverty, Food Insecurity and CalFresh Participation by County
Attachment 3—California SNAP-Ed Sites, Eligible Individuals, Census Tracts, and Schools by County
Attachment 4—California Schools 50% Free/Reduced Price Meals (SNAP-Ed *Network* and UC-FSNEP) by County
Attachment 5—Brief Summaries of Other Nutrition-Related Programs Serving Low-Income Persons in California
Attachment 6—CA SNAP-Ed Infrastructure FFY 2012 Planned Sites
Attachment 7—CA SNAP-Ed Contractors List by County

Section B: Nutrition Education Plan Attachments

Attachment 1- Network/UC-FSNEP MOU
Attachment 2- School Master List (Eligible Sites, Network Sites, UC FSNEP Sites, Joint Sites)
Attachment 3- UC-FSNEP/Network School Decision Tree
Attachment 4- Narratives for Joint School Sites (UC FSNEP & Network)
Attachment 5- Nutrition Education Materials Summary List
Attachment 6- Summary of Alternate Quarterly Time Studies Current Year
Attachment 7- Network Electronic Signature Request

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Section C: Staffing Attachments

State Duty Statements
PHI Duty Statements
CDSS Duty Statements

Section D: Budget Summary Attachments

1. WIC MOU

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Part II FFY 2011-2012 Amendment 2

1. CWD/LHD Expansion
2. Healthy Choices/ RYD
3. CalFresh Promotion
4. Retail Consumer Connection
5. NEOP Planning
6. Evaluation: Latino Campaign, Mass Communications Campaign, Power Play!

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Part III FFY 2012 Augment Funding (New/Enhanced $10k)

1. Healthy Choices Enhanced
2. Power Play!
3. UCB
4. UCD Cress

Section C: Staffing Attachments

DUTY STATEMENT

Class Title	Position Number
Associate Accounting Analyst	580-310-4588-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services Unit (Vacant)

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

This position requires the incumbent to 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: Under the general supervision of the Staff Services Manager I, Administrative and Fiscal Services Unit, the Associate Accounting Analyst (AAA) provides accounting analysis, forecasting, and advice to the three Network for a Healthy California (*Network*) Sections (Program Development, Policy, Planning and Evaluation and Administrative Operations) within the Cancer Control Branch. See detailed job duties below.
Supervision Received: Yes

Supervision Exercised: None

Description of Duties: Incumbent must be able to perform completed staff work, exercise independence in completing assigned tasks and be detail-oriented. Tasks require sensitivity to the nature of the Network. Knowledge of the California Department of Public Health (CDPH) structure and the ability to apply CDPH policies, procedures and regulations is required. Good judgment and the ability to effectively communicate with the public, as well as peers within the Program and other Departmental Divisions is essential. The incumbent must also possess a moderately high level of knowledge related to the *Network* as well as the mission and goals of the CDPH. The incumbent must possess strong verbal and written communication skills

Percent of Time Essential Functions

25% Analyze a variety of accounting data to assist in the application of financial data and information; provide estimates of expenditures, reimbursements and revenues; advise management of forecasted expenditures relative to budgeted expenditures; forecast, determine and manage necessary cash flow to support financial operations, for *Network*; Assist in the budgeting and preparation of fiscal documents for the Network's Annual Plan to the California Department of Social Services (CDSS) which is the pass through agency for the bulk of *Network* funding from the United States Department of Agriculture (USDA).

25% Identify significant trends and make comparisons to previous accounting periods; analyze and maintain accounting controls required by the Controller's centralized control accounting system; evaluate and maintain internal controls; establish and maintain liaison with program and contract managers to ascertain their need for accounting data, to identify changes in the operating programs which affect the accounting operation, to identify possible ways of using accounting data for management purposes and encourage a greater use of accounting data, and to actively participate in decision- and policy-making sessions.

20% Gather data and study various problems arising in connection with financial administration; diagnose accounting and EDP-related system problems as they relate to the accomplishment of accounting objectives; develop a process to gather year-end accrual information and analyze year-end accruals for

conformance with a legal basis and Generally Accepted Accounting Principles (GAAP); design and install new or revised systems and procedures to correlate with the accounting office; analyze and propose legislation which may requires modification of the accounting system and other related work.

10% Independently perform complex technical professional accounting responsibilities related to the establishment, maintenance and reporting of accounting records, such as establishing new accounts, monitoring fund balances, analyzing appropriateness of transactions, approving expenditures, certifying availability of funds, preparing financial statements in conformance with legal basis and GAAP and other related work. Provide assistance in maintaining compliance with state and federal statutes, such as cost containment policies and instructions regarding funding requirements imposed by federal statutes.

10% Reconcile the fiscal records for the multiple funding sources for the program. Assist with preparing fiscal report and narrative to accompany semi-annual progress reports to CDSS. Respond to any fiscal inquiries from USDA on Program's behalf by coordinating and analyzing the development of necessary fiscal information. Independently coordinate and maintain liaison with Budgets, Accounting, and State Controller's Office regarding fiscal issues of new and existing funding within the *Network*.

5% Provide consultation in preparing fiscal analysis for budget change concepts, budget change proposals, bill analysis, and legislation. Function as the lead in preparing the state budget galley. Respond to Legislative Analyst's Office budget review. Work in lead capacity with other *Network* staff in developing and maintaining record keeping and reporting systems for *Network* activities, contractor requirements and Section budgets to satisfy USDA oversight requirements. Independently collaborate, analyze, and prepare a variety of fiscal reports and supporting documentation in response to public, state and federal inquiries, and maintain departmental fiscal activities to support a clear audit trail. Assist in preparing Budget Change Proposals and Finance Letters. Train and make presentations in the areas relating to the administrative and budget functions of nutrition contracts/grants.

Percent of Time **Marginal Functions**

5% Perform other duties as required

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Accountant Trainee	580-310-4179-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services Unit

Section
Administrative Operations Section

Branch
Cancer 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: Under the close supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit, direction from the Accounting Administrator I, Supervisor in Accounting and lead direction of the *Network's* Associate Management Auditor; the Accountant Trainee will perform professional accounting work necessary to establish and maintain accounts and records for the *Network for a Healthy California (Network)*. The incumbent operates as a trainee, with a progress of independence over time, learns and performs the full range of duties including not limited to maintaining an annual budget of over $100 million from the United States Department of Agriculture (USDA) through reimbursements in an interagency agreement with the California Department of Social Services (DSS). The *Network's* reimbursement project funds approximately one hundred and thirty-five (135) contracts, two (2) multi-million dollar external contracts, and one (1) with multiple funding sources requiring detailed tracking. The Accountant Trainee will be responsible for reviewing and payment of invoices in accordance with the State Administrative Manual (SAM), researching and resolving payment inquires by *Network's* contract managers and vendors. Incumbent will assist the *Network's* Associate Management Auditor (AMA) and Associate Governmental Program Analyst (AGPA); Budget Analyst in gathering year-end federal accrual information from the *Network's* contract managers and analyzes the appropriateness of information. Assist in the preparation and analysis of budget reports and of internal or external fiscal drills or inquires from the Legislature, Department of Finance (DOF), California Department of Public Health (CDPH), DSS and/or USDA.

Supervision Received: Under the close supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit, direction from the Accounting Administrator I, Supervisor in Accounting and lead direction of the *Network's* Associate Management Auditor.

Supervision Exercised: None

Description of Duties: The Accountant Trainee must have thorough knowledge of generally accepted accounting principles and possess the ability to interpret and apply accounting principles as well as State and Department policies to the state accounting process. A strong knowledge of the California State Accounting & Reporting System (CALSTARS) and CALSTARS reports is a requirement for this position. The Accountant Trainee will be responsible for the full range of the Accounts Payable function for the *Network for a Healthy California (Network)* program which encompasses ensuring that all contracts are fully executed prior to processing any payments. Researches and analyze vendor accounts to ensure they are paid in accordance with State Administrative Manual (SAM). The Accountant Trainee is the *Network's* liaison both internally and with State Controller's Office (SCO), when researching and responding to inquiries from the *Network's* contract managers and the contractors.

Percent of Time	Essential Functions
40%	Establishes the schedules and audits of the contract invoices for payments against encumbrances in CALSTARS and within the authority of the contract. Ensures that all *Network's* multi-year contracts are

fully executed prior to processing of any initial contract payments. The Accountant Trainee will be responsible for establishing and maintaining current payment records for approximately one hundred thirty-five (135) contracts, two (2) multi-million dollar external contracts and one (1) multiple funding sources contract that requires maintenance of an accurate and detailed accounting system.

Payment records are routinely verified with CALSTARS and face sheets and remittance advices are verified with State Controller's Office (SCO). Incumbent will be responsible for auditing and matching invoices to contractor's purchase and service orders and contracts. Solely responsible for the entire invoice payment process for all *Network* contracts. Researches, coordinates and resolves with *Network's* contract managers on all reconciliation differences between Accounting's records and *Network's* contract managers.

25% Accountant Trainee is responsible for reviewing all encumbering documents for completeness, compliance with contract terms and funding appropriates. Performs the daily CALSTARS system reconciliation, reconciles input batches to batch logs. Operates the CALSTARS equipment to print claim schedule face sheets and remittance advices. Posts in CALSTARS, establishes and reconciles payment logs for all invoices to ensure expenditures are posted to the appropriate expenditure accounts and appropriations. Researches, analyzes and resolves any differences in accounting records and contract authority to facilitate payment of contract invoices submitted to SCO for payment.

20% Assists the Associate Management Auditor (AMA) by posting in CALSTARS miscellaneous accounting entries for *Network* costs. Reviews error file and takes the appropriate corrective actions when necessary. Prepares and posts any corrective entries identified during the monthly reviews of the *Network's* CALSTARS reports. The Accountant Trainee is responsible for maintaining up-to-date tracking logs for all SCO schedules posted to the Accounting records; monitors all schedules until payment has been completed by SCO; and closely coordinates with Accounting's Cash Management Unit in monitoring the release to SCO of schedules held due to department cash flow problems. Analyzes and takes appropriate corrective actions with claim cuts from SCO. Researches, analyzes and resolves vendor problems submitted by the *Network's* contract managers or vendors.

10% Provides review of monthly contract balances in determining the appropriateness of liquidations for ending contracts. Notifies *Network's* contract managers on the preparation of documents if necessary or obtains approval to liquidate unspent balances. Incumbent will assist the *Network's* Associate Management Auditor (AMA) and Associate Governmental Program Analyst (AGPA); Budget Analyst is gathering year-end federal accrual information from Program and analyzes the appropriateness of information. Assist in the preparation and analysis of budget reports and of internal or external fiscal drills or inquires from the Legislature, Department of Finance (DOF), California Department of Public Health (CDPH), DSS and/or USDA.

Percent of Time **Marginal Functions**

5% Attends meetings, training, records archiving and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (J. Fong)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (J. Harden)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (N. Huang)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (P. McGowan)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (L. Milami)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (N. Padda)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (Vacant)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit, the Associate Governmental Program Analyst (AGPA) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of Regional Network Lead Agencies contracts, Local Food & Nutrition Education (LFNE) contracts, Non-Profit Incentive Awardee (NIA), Consulting Services contracts and special projects with a special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit.

Supervision Exercised: None

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	The AGPA works in a lead capacity in providing program and fiscal technical assistance to Regional Network Lead Agencies contracts, Local Food & Nutrition Education (LFNE) contracts, Non-Profit Incentive Awardee (NIA), Consulting Services contracts and special projects with special emphasis on nutrition education and promotion of physical activity among low-income households with children. The incumbent ensures effective integration of nutrition education, training, media, and community mobilization strategies to achieve the Network for a Healthy California (*Network*) program objectives. Reviews and negotiates scope of works, work orders and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
30%	Responsible for the development and implementation of *Network* special projects, i.e., the development of request for Proposals, Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

Percent of Time Essential Functions

30% Monitors and evaluates contractor's scope of work and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with ontractor any budget change requests; independently determines whether these variations are reasonable or whether further action is necessary; develops and makes recommendation for alternative course of action.

Audits and evaluates contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH, accounting office. Tracks individual budgets and account records using Excel and/or with the Grants Information Tracking System (GIFTS) software program. Utilizes CDPH CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.

Percent of Time Marginal Functions:

5% Prepares program workplans, program reports, bill analyses, informational summaries, and preparation for *Network* Statewide Collaborative meetings. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input and various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (Vacant)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit, the Associate Governmental Program Analyst (AGPA) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of Regional Network Lead Agencies contracts, Local Food & Nutrition Education (LFNE) contracts, Non-Profit Incentive Awardee (NIA), Consulting Services contracts and special projects with a special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit.

Supervision Exercised: None

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	The AGPA works in a lead capacity in providing program and fiscal technical assistance to Regional Network Lead Agencies contracts, Local Food & Nutrition Education (LFNE) contracts, Non-Profit Incentive Awardee (NIA), Consulting Services contracts and special projects with special emphasis on nutrition education and promotion of physical activity among low-income households with children. The incumbent ensures effective integration of nutrition education, training, media, and community mobilization strategies to achieve the Network for a Healthy California (*Network*) program objectives. Reviews and negotiates scope of works, work orders and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
30%	Responsible for the development and implementation of *Network* special projects, i.e., the development of request for Proposals, Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

Percent of Time Essential Functions

30% Monitors and evaluates contractor's scope of work and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with ontractor any budget change requests; independently determines whether these variations are reasonable or whether further action is necessary; develops and makes recommendation for alternative course of action.

Audits and evaluates contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH, accounting office. Tracks individual budgets and account records using Excel and/or with the Grants Information Tracking System (GIFTS) software program. Utilizes CDPH CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.

Percent of Time Marginal Functions:

5% Prepares program workplans, program reports, bill analyses, informational summaries, and preparation for *Network* Statewide Collaborative meetings. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input and various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (Vacant – K. Holmes)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (Vacant)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit, the Associate Governmental Program Analyst (AGPA) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of Regional Network Lead Agencies contracts, Local Food & Nutrition Education (LFNE) contracts, Non-Profit Incentive Awardee (NIA), Consulting Services contracts and special projects with a special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit.

Supervision Exercised: None

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	The AGPA works in a lead capacity in providing program and fiscal technical assistance to Regional Network Lead Agencies contracts, Local Food & Nutrition Education (LFNE) contracts, Non-Profit Incentive Awardee (NIA), Consulting Services contracts and special projects with special emphasis on nutrition education and promotion of physical activity among low-income households with children. The incumbent ensures effective integration of nutrition education, training, media, and community mobilization strategies to achieve the Network for a Healthy California (*Network*) program objectives. Reviews and negotiates scope of works, work orders and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
30%	Responsible for the development and implementation of *Network* special projects, i.e., the development of request for Proposals, Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

Percent of Time Essential Functions

30% Monitors and evaluates contractor's scope of work and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with ontractor any budget change requests; independently determines whether these variations are reasonable or whether further action is necessary; develops and makes recommendation for alternative course of action.

Audits and evaluates contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH, accounting office. Tracks individual budgets and account records using Excel and/or with the Grants Information Tracking System (GIFTS) software program. Utilizes CDPH CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.

Percent of Time Marginal Functions:

5% Prepares program workplans, program reports, bill analyses, informational summaries, and preparation for *Network* Statewide Collaborative meetings. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input and various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (60) (E. Williams)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer 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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects and Regional Infrastructure Unit, the Associate Governmental Program Analyst (AGPA) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of the media contractor and at least ten local contractors with special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

Supervision Received: Under the direction of the Chief, Special Projects & Regional Infrastructure Unit, Staff Services Manager I.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time Essential Functions

30% The AGPA works in a lead capacity in providing program and fiscal technical assistance to media contractor and at least ten local contractors with special emphasis on nutrition education and promotion of physical activity among low-income households with children. The incumbent ensures effective integration of nutrition education, training, media, and community mobilization strategies to achieve the *Network for a Healthy California's* (*Network*) program objectives. Reviews and negotiates scope of works, work orders and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.

30% Responsible for the development and implementation of *Network* special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

30% Monitors and evaluates contractor's scope of work and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with contractor any budget change requests; independently determines whether these variations are reasonable or whether further action is necessary; develops and makes recommendation for alternative course of action.

Percent of Time Essential Functions

Audits and evaluates contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH, accounting office. Tracks individual budgets and account records using Excel and/or with the Grants Information Tracking System (GIFTS) software program. Utilizes CDPH CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.

Percent of Time Marginal Functions

5% Prepares program workplans, program reports, bill analyses, informational summaries, and preparation for *Network* Steering Committee meetings. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input and various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (M. Try)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (Vacant)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Management Unit

Section
Contract and Purchasing Services Section

Branch
Program Support Branch

Division
Administration Division

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: Under the general supervision of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section within the Network for a Healthy California (Network) and the lead direction of the Staff Services Manager I (SSM I), Chief, Contract Management Unit, Contracts and Purchasing Services Section, Program Support Branch, California Department of Public Health (CDPH). The Associate Governmental Program Analyst (AGPA) will perform all duties and responsibilities at the journey level. The incumbent has the responsibility for independently providing technical guidance and consultative assistance for the service contract and grant administration functions of multiple departmental programs whose contract types are less common and of greater complexity. The incumbent's responsibilities are accomplished by gaining a basic understanding of the goals and contractual needs of the assigned public health programs. The following functions shall predominately apply to cost reimbursement direct service/subvention contracts and grants; business consultant, and personal service contracts; college foundation agreements, incoming fun contracts; Information Technology (IT) contracts; inter-jurisdictional exchange agreements; interagency and public college and university agreements.

Supervision Received: Under the general supervision of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section within the Network for a Healthy California (Network) and the lead direction of the Staff Services Manager I (SSM I), Chief, Contract Management Unit and Purchasing Services Section, Program Support Branch, California Department of Public Health (CDPH).

Supervision Exercised: None

Description of Duties: The Associate Governmental Program Analyst (AGPA) is the journey level analyst and will be responsible for independently studying and analyzing Draft and Final new, renewal, and amendment contract and grant agreement packages prepared by departmental program staff. Prepares written findings and recommendations for altering and improving those packages to ensure securing departmental and control agency approval. The incumbent will be primary responsible for agreement package requests which may include various contract forms, law and policy citation exhibits, contractor instructional attachments, award/selection documentation; control agency policy exception requests; and other materials needed for determining legal sufficiency and policy compliance. AGPA will be responsible for reassessing items that appear incomplete, misassembled, and inadequate and/or fail to substantially comply with contact policies. Investigates the primary causes for such deficiencies and returns materials to program staff with written findings and recommendations for workable options; in addition to written constructive corrective action instructions.

Percent of Time	Essential Functions
40%	The Associate Governmental Program Analyst (AGPA) has the primary function of providing technical guidance and consultative assistance for the service contract and grant administration functions of multiple departmental programs whose contract types are less common and of greater complexity. The AGPA shall independently study and analyze draft and final new, renewal, and amendment contract and grant agreement packages prepared by departmental program staff and annotate findings, develop written recommendations for altering and improving those packages to secure departmental and control agency approval. Ensures all Agreement package requests include the various required contract forms, law and policy citation exhibits, contractor instructional attachments, award/selection documentation, control agency policy exception requests, and other materials required to determine and meet legal and policy compliance requirements. The AGPA will be primary responsible for reassessing the Application packages that appear incomplete, misassembled, inadequate, and/or fail to substantially comply with contract polices. Investigates the primary causes for such discrepancies and returns materials to program staff with written finds and recommendations for workable options; in addition to written constructive corrective action instructions. AGPA analyzes and advices program staff on various areas of required or optional documentation for the numerous types contractual agreements such as; location, selection, use of contract models, fillable form location and usage requirements, Scope of Work (SOW) development requirements and format options; budget content, format, and calculation requirements. In addition the incumbent will provide consultative services to program staff on the numerous types of contractual agreements regarding optional contract exhibit usage; contract language options and usage applicability; advance payment, prospective payment, and cost reimbursement requirements. Advise program staff on the benefits of Public Contract Code exemptions; requirements of non profit organization student contracts; Cooperative Agreement and Direct Services Act requirement; requirements for submitting competitive bid award documentation; documentation requirements for use of DVBE firms, etc.
30%	The AGPA is the CDPH's liaison with the assigned Department of General Services (DGS) attorney to coordinate corrections and/or approvals of CDPH contracts transmitted to DGS for approval. The incumbent has the primary responsibility of signing and certifying the accuracy of the content of Agreement Summaries (STD 215s). Independently researches, interprets, analyzes and communicates contract related laws, regulations, policies and procedures including Public Contract Code, State Contracting Manual, all applicable control agency websites; State Administrative Manual management memos; CDPH Administration Division Information Memos, Contract Management Unit (CMU) contract and bid models, policies and procedures; Intranet web pages and CMU bulletins; Public Health Administrative Manual, California Code of Regulations, and health program statues. The AGPA is responsible for keeping abreast of the current departmental contract approval requirements and is required to research all federal policies affecting federally funded contracts, grants, etc.
15%	The AGPA provides advice and technical assistance to program staff on proper solicitation documents to ensure appropriate processes are used, e.g., Non-Competitive Bid (NCB), Request for Proposal (RFP), Invitation for Bid (IFB), Request for Application (RFA), etc. Provides resources and technical assistance to program staff on accessing instructional guides for developing procurement documents. Directs program staff to the appropriate resources and websites available for analyzing Disabled Veteran Business Enterprise (DVBE) utilization compliance, etc.
10%	Troubleshoots problematic contracts returned denied by DGS and coordinates the required corrections with program staff, prepares rebuttals, and responses to DGS contract return notices. Tracks the contracts that have become stalled in the development or approvals processes; coordinates and attends meetings with program staff as required to discuss contract policies, requirements, or procedures; will conduct initial in-depth on-the-job contract training to all new program staff.

Percent of Time	Marginal Functions
5%	Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (P. Mora)	580-310-5393-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

This position requires the incumbent to 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: Under general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit, the Associate Governmental Program Analyst (AGPA) is the Personnel Liaison for the Network for a Healthy California *(Network)* program. The AGPA will perform a wide variety of complex and sensitive personnel, and analytical tasks with the main focus being administrative and personnel services. The AGPA will continually provide consultative services and provides recommendations to *Network's* upper management relative to Personnel policies, standards, rules and procedures.

Supervision Received: Under general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit.

Supervision Exercised: n/a

Description of Duties: Please see below.

Percent of Time Essential Functions:

35% Analyzes and advises three *Network* Section Chiefs (Program Development, Policy, Planning and Evaluation and Administrative Operations) and *Network's* Unit Chiefs on CDPH Human Resources policies and procedures and civil service exam issues. Responsible for developing personnel policy and procedures for both state civil service and contract employees. Confers with and guides *Network* management in the preparation and submittal of various administrative hiring and exam documents to ensure compliance with proper departmental procedures. Researches and advises management on the most current guidelines and procedures for personnel-related projects. Prepares and maintains *Network* personnel desk manual. Works closely with and advises contract supervisors and employees to assist them with transitioning into state employment.

35% Prepares requests for personnel action (RPA) documents, duty statements, establishes new position justifications and refill justifications utilizing the automated OASIS RPA system. Prepares "Hire Above Minimum" justifications and other necessary personnel hiring documents as needed. Develops updates and maintains current and proposed Branch and *Network* organization charts and performs desk analyses for state and contract positions. Coordinates the Employee Master File Report, State Controllers Office Report, Annual Exam Plan and provides the Accounting Unit updates for the personnel

Percent of Time Essential Functions

expenditure report. Works closely with *Network's* Section Chiefs and Unit Chiefs to ensure that the duty statements and justifications are accurate and prepared in the proper format as required by the Department's Personnel Services Section and oversight entities such as the Department of Personnel Administration and the State Personnel Board. Develops and maintains personnel tracking spreadsheets and provides personnel updates and reports to Sections and Units.

15% Works with Branch and Section management in the recruitment and hiring of civil service employees by preparing the necessary recruitment and hiring documents. Prepares and posts job announcements. Works with managers to develop interview questions and interview panels. Orders and distributes employment certification lists. Provides lead over support staff in scheduling interviews, preparing interview packages, contacting employment certification lists, and other recruitment related tasks for individual hires. Part of the recruitment and hiring tasks will involve resolving recruitment barriers such as access to examination materials, outreach, and immigration/work eligibility. Prepares and distributes offer and regret letters. Tracks status of RPAs utilizing the OASIS system to ensure timely completion of RPA hiring documents.

10% Plans, organizes, and provides analytical support to *Network* management in the review of applications to hire staff. Reviews applications for eligibility. Assists hiring managers with developing screening criteria and coordinates the process to screen state job applications. Develops updates and maintains the *Network* personnel liaison desk manual.

Percent of Time Marginal Functions

5% Represents the *Network* at various administrative meetings and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (L. Marcellana)	580-310-5393-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services Unit

Section
Administrative Operations Section

Branch
Cancer 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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit, the Associate Governmental Program Analyst (AGPA) serves as the Budget Analyst for the three Network for a Healthy California *(Network)* sections, Program Development, Policy, Planning and Evaluation, and Administrative Operations within the Cancer Control Branch. The AGPA must be able to perform completed staff work, exercise independence in completing assigned tasks and be detail-oriented. Tasks require sensitivity to the nature of the *Network*. Knowledge of the Departmental structure and the ability to apply Departmental policies, procedures and regulations is required. Good judgment and the ability to effectively communicate with the public, as well as peers within the program and other departmental divisions is essential. The AGPA must also possess a moderately high level of knowledge related to the Network as well as the mission and goals of the Department of Public Health are required. The incumbent must possess strong verbal and written communication skills.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit.

Supervision Exercised: None

Description of Duties: See duties below.

Percent of Time Essential Functions:

30% The AGPA reviews, analyzes, evaluates and monitors the *Network* budget. This includes gathering statistical information, providing critical analysis through written reports, charts and presentations to management. Analyzes and provides alternatives and/or recommendations to management concerning budget matters. Confers and guides *Network* management in the preparation and submittal of various budget documents to ensure compliance with proper departmental procedures. Updates *Network* budgets and analyze budget data for any needed follow-up with *Network* contract management staff. Ensures proper tacking of State Controller's Office postings and to ensure data maintained is accurate and complete. Coordinate and monitor *Network* allocations to and expenditures from other programs within the California Department of Public Health (CDPH). Coordinates and monitors allocations and expenditures of newly funded CDPH sister programs and *Network* special projects.

Percent of Time Essential Functions:

25% The AGPA working independently prepares and updates monthly budget project reports. The incumbent prepares and completes cost benefit analysis reports, personnel expenditure reports, contract budget reports, operating expense reports and related budgetary assignments. The AGPAS is responsible for identifying and resolving potential budgetary concerns. Prepares documentation or other information necessary to maintain accurate budget records. Advises management of fiscal trends and changes that may affect the integrity of the *Network* budget. The incumbent reviews monthly Accounting (CalStars) reports for discrepancies and errors and makes appropriate corrections.

20% The AGPA as part of the budget team assists in the preparation of the business section of the annual United States Department of Agriculture (USDA) Food Stamp Nutrition Education plan and amendments. Assists in the resolution of budget issues that relate to the USDA state plan and amendments. Responds to fiscal questions from USDA and the California Department of Social Services (DSS) related to the USDA plan. Assists with completion of the financial section of the USDA Education and Administrative Reporting System (EARS). The AGPA will assist the Associate Management Auditor (AMA) with year-end reconciliations to ensure the *Network* does not exceed its budget authority and will assume lead role in researching and completing responses to fiscal drills.

20% The AGPA is responsible for the preparation of budget summaries, assists with the fiscal analysis for budget change concepts, budget change proposals, finance letters, bill analysis and legislation. The AGPA prepares responses to the public, state, and federal inquiries related to the *Network* budget. Coordinates and provides budget training to *Network* staff. Primary liaison with CDPH Budgets Office and stays abreast of new CDPH budget procedures and changes. Participates as a member of a multi-disciplinary team to assist with internal and external project audits. Participates as a member of the Grant and Information Tracking System (GIFTS) budget module implementation team and completes GIFTS assignments as required.

Percent of Time Marginal Functions:

5% Represents the *Network* at budget and fiscal meetings and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (F. Saefong)	580-310-5393-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit, the Associate Governmental Program Analyst (AGPA) is responsible for providing management analysis and technical support to the various projects and programs within the Network for a Healthy California *(Network)*, Cancer Control Branch. The incumbent works independently, with minimal supervision, and closely with the Unit and Section Chiefs in the Branch to identify and resolve operational problems.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit.

Supervision Exercised: None

Description of Duties: Please see below.

Percent of Time Essential Functions

35% Works closely with Contract Operations Units and Special Projects and Regional Infrastructure Unit staff to develop, process, and monitor contract, subcontracts, consultant agreements, purchase, orders, and procurements. This may include the development of Requests for Applications (RFAs), Request for Proposals (RFPs), other bids and contract negotiations as necessary. Oversees preparation of contract budgets and revisions. Assists in preparing program letters, invoice forms, and instructions. Processes contractor and vendor invoices/claims for payment, and audits invoices/claims for appropriateness as related to the budget, work plan and the approved rate of payment under each individual agreement. Monitors timely receipt of contractor and vendor deliverables, and progress reports. Coordinates year-end encumbrance and or disencumbrance, and final closeout of contracts and purchase orders. Provides consultation and technical assistance to contractors and vendors, outside agencies, and others regarding state and federal fiscal and administrative requirements, regulations, budget and accounting procedures.

15% Provides assistance and back-up support as needed to prepare personnel documents for recruitment of new hires, transfers, promotions, reclassifications, etc. for CCB. Assists with the preparation of Request for Personnel Actions (RPAs) and related personnel documents. Assists in the development of duty statements, organization charts, freeze exemptions, and other documentation required by Personnel. Coordinates interview panels, assists in the development of interview questions, and works closely with the N*etwork's* Personnel Liaison as necessary on related issues.

Percent of Time Essential Functions

15% Tracks individual budgets and account records using Excel and/or with the Grants Information Fund Tracking System (GIFTS) software program. Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word, GIFTS and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction/expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds.

15% Coordinates and tracks employee building access keycards and telephone cards. Processes and tracks building management requests, telephone action requests, and seating and office assignments. Processes maintenace requests which include: cubicle and office assignments, lights and temperature-related requests, building access and security requests, and reasonable accommodations. Tracks equipment inventory and ensures that all equipment is tagged. Disposes of all old and outdated equipment and furniture. Coordinates and completes the records retention drill. Coordinates and completes the state archive drill.

10% Coordinates with Unit Chiefs, Section Chiefs, and administrative staff to complete and respond to all administrative program drills from the Branch and Division. Serves as the Out-of-State Travel (OST) Coordinator for the *Network.* Develops the annual OST Blanket for the *Network* in coordination with the Section Chiefs and Branch Chief. The incumbent develops and maintains spreadsheets for the purpose of tracking costs and funding in accordance with state and federal guidelines. Monitor funds available for travel, ensuring that the Network stays within the budget allocations and trip authorization.

Develops and manages the *Network's* records retention schedule. Organizes and maintains Network files. Conducts annual review of *Network's* files and purges, retains, and archives files as necessary. Oversees asset management files in conjunction with contractor's equipment inventory reports.

5% Assists with miscellaneous assignments including entering data into the GIFTS database. Prepares and processes purchase orders and service orders, provides support to the fiscal and accounting sub-unit, and provides ergonomic evaluations for Branch.

Percent of Time Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (C. Ahrens)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Compliance Monitoring Unit

Section
Administrative Operations

Branch
Cancer 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: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit, the Associate Governmental Program Analyst (AGPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of Network for a Healthy California *(Network)* program's contractors. AGPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Medium travel (up to 35 percent) is required in performing the duties listed below.

Supervision Received: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit.

Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time Essential Functions:

25% Associate Governmental Program Analyst (AGPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.

25%The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure contract compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying,

Percent of Time Essential Functions:

analyzing and auditing a range of local agency site fiscal documents to ensure contract compliance; reviewing local agency nutrition education activities and analyzing systems to ensure compliancewith USDA Federal and State of California regulations. The incumbent is solely responsible for the preparation and presentation of an in-depth entrance and exit briefings. Both briefings are conducted to highlighting the purposes of the on-site review, varies fiscal documents that require auditing mandated by federal and state laws and regulations and recommendations of corrective actions where noted deficiencies have been identified with the *Network's* local contractors.

25% Preparation of the Contract Compliance Monitoring Unit (CCMU) Report, and a Program Improvement Plan, (PIP) with the results of the on-site review are presented by the AGPA when conducting an in-depth and comprehensive Post-review meeting with internal staff members and the designated Contract Manager and Program Manager. The incumbent is responsible in ensuring the assigned program and contractor managers for each contract are consulted and informed of their respective CCMU report and key findings made during the on-site reviews. AGPA uses various computer applications including GIFTS as needed to assist in the identification and tracking of fiscal and programmatic records and CCMU related reports. Based on CCMU site visits, the incumbent is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions and recommendations.

10% AGPA will be the lead on special short term and long term projects relating to CCMU Review work and the improvements to the integration of compliance within the unit, (i.e. PIP Implementation and Desk Reviews). Attends internal meetings to include the Contractor Manager's meetings, Contractor Manager's and Project Manager's meetings, CCMU Team meetings, and special project assignment meetings. Incumbent takes a lead role with various additions and modifications to the development of additional CCMU related goals and objectives and strategic planning. AGPA takes primary responsibility in the development of training courses, conferences, annual meetings and advisory committee meetings.

10% Reviews, evaluates and analyzes all new USDA annual guidances; new federal and state-wide laws, regulations, policies and procedures and the impact on the *Network* to ensuring local contractors are in compliance. Dissemination of all new federal and state-wide regulatory requirements, policies and procedures to all local contractors is completed to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time Marginal Functions

5% Assists with the development and review of the annual plan and related Request for Application. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (S. Corrales)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Compliance Monitoring Unit

Section
Administrative Operations

Branch
Cancer 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: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit, the Associate Governmental Program Analyst (AGPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of Network for a Healthy California *(Network)* program's contractors. AGPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Medium travel (up to 35 percent) is required in performing the duties listed below.

Supervision Received: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit.

Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time Essential Functions:

25% Associate Governmental Program Analyst (AGPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.

25%The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure contract compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying,

Percent of Time Essential Functions:

analyzing and auditing a range of local agency site fiscal documents to ensure contract compliance; reviewing local agency nutrition education activities and analyzing systems to ensure compliancewith USDA Federal and State of California regulations. The incumbent is solely responsible for the preparation and presentation of an in-depth entrance and exit briefings. Both briefings are conducted to highlighting the purposes of the on-site review, varies fiscal documents that require auditing mandated by federal and state laws and regulations and recommendations of corrective actions where noted deficiencies have been identified with the *Network's* local contractors.

25% Preparation of the Contract Compliance Monitoring Unit (CCMU) Report, and a Program Improvement Plan, (PIP) with the results of the on-site review are presented by the AGPA when conducting an in-depth and comprehensive Post-review meeting with internal staff members and the designated Contract Manager and Program Manager. The incumbent is responsible in ensuring the assigned program and contractor managers for each contract are consulted and informed of their respective CCMU report and key findings made during the on-site reviews. AGPA uses various computer applications including GIFTS as needed to assist in the identification and tracking of fiscal and programmatic records and CCMU related reports. Based on CCMU site visits, the incumbent is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions and recommendations.

10% AGPA will be the lead on special short term and long term projects relating to CCMU Review work and the improvements to the integration of compliance within the unit, (i.e. PIP Implementation and Desk Reviews). Attends internal meetings to include the Contractor Manager's meetings, Contractor Manager's and Project Manager's meetings, CCMU Team meetings, and special project assignment meetings. Incumbent takes a lead role with various additions and modifications to the development of additional CCMU related goals and objectives and strategic planning. AGPA takes primary responsibility in the development of training courses, conferences, annual meetings and advisory committee meetings.

10% Reviews, evaluates and analyzes all new USDA annual guidances; new federal and state-wide laws, regulations, policies and procedures and the impact on the *Network* to ensuring local contractors are in compliance. Dissemination of all new federal and state-wide regulatory requirements, policies and procedures to all local contractors is completed to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time Marginal Functions

5% Assists with the development and review of the annual plan and related Request for Application. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (P. Nelson)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Compliance Monitoring Unit

Section
Administrative Operations

Branch
Cancer 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: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit, the Associate Governmental Program Analyst (AGPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of Network for a Healthy California *(Network)* program's contractors. AGPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Medium travel (up to 35 percent) is required in performing the duties listed below.

Supervision Received: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit.

Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time Essential Functions:

25% Associate Governmental Program Analyst (AGPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.

25%The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure contract compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying,

Percent of Time Essential Functions:

analyzing and auditing a range of local agency site fiscal documents to ensure contract compliance; reviewing local agency nutrition education activities and analyzing systems to ensure compliancewith USDA Federal and State of California regulations. The incumbent is solely responsible for the preparation and presentation of an in-depth entrance and exit briefings. Both briefings are conducted to highlighting the purposes of the on-site review, varies fiscal documents that require auditing mandated by federal and state laws and regulations and recommendations of corrective actions where noted deficiencies have been identified with the *Network's* local contractors.

25% Preparation of the Contract Compliance Monitoring Unit (CCMU) Report, and a Program Improvement Plan, (PIP) with the results of the on-site review are presented by the AGPA when conducting an in-depth and comprehensive Post-review meeting with internal staff members and the designated Contract Manager and Program Manager. The incumbent is responsible in ensuring the assigned program and contractor managers for each contract are consulted and informed of their respective CCMU report and key findings made during the on-site reviews. AGPA uses various computer applications including GIFTS as needed to assist in the identification and tracking of fiscal and programmatic records and CCMU related reports. Based on CCMU site visits, the incumbent is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions and recommendations.

10% AGPA will be the lead on special short term and long term projects relating to CCMU Review work and the improvements to the integration of compliance within the unit, (i.e. PIP Implementation and Desk Reviews). Attends internal meetings to include the Contractor Manager's meetings, Contractor Manager's and Project Manager's meetings, CCMU Team meetings, and special project assignment meetings. Incumbent takes a lead role with various additions and modifications to the development of additional CCMU related goals and objectives and strategic planning. AGPA takes primary responsibility in the development of training courses, conferences, annual meetings and advisory committee meetings.

10% Reviews, evaluates and analyzes all new USDA annual guidances; new federal and state-wide laws, regulations, policies and procedures and the impact on the *Network* to ensuring local contractors are in compliance. Dissemination of all new federal and state-wide regulatory requirements, policies and procedures to all local contractors is completed to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time Marginal Functions

5% Assists with the development and review of the annual plan and related Request for Application. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (Vacant)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit

Section
Program Development

Branch
Cancer 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: Under the general supervision of the Health Program Manager II (HPM II), Chief, Program Development Section, lead direction from the Health Program Specialist I (HPS I), lead for the Community Food Access Unit, the Associate Governmental Program Analyst (AGPA) is responsible for performing the more responsible, varied, and complex technical analytical staff services assignments that are necessary in providing administrative, financial contract support, consultation, technical assistance, and oversight of the California CalFresh Access Improvement Plan and up to ten contractors with community outreach partners with a special emphasis on prescreening and providing application assistance to CalFresh eligible Californians. The AGPA will provide fiscal technical oversight of the California CalFresh Program Access Improvement Plan (AIP). The AGPA will participate as a member of a multi-disciplinary team in assessing, monitoring and evaluating Outreach materials consisting of brochures, flyers, leaflets and workplans used by the Network's CalFresh Outreach Unit contracts.

Supervision Received: Under the general supervision of the Health Program Manager II (HPM II), Chief, Program Development Section, lead direction from the Health Program Specialist I (HPS I), lead for the Community Food Access Unit.

Supervision Exercised: None

Description of Duties: The incumbent will perform the following duties:

Percent of Time Essential Functions:

30% Independently provides complex fiscal technical oversight of the California CalFresh Program Access Improvement Plan (AIP). Responsible for providing program and techical assistance to food stamp outreach partners and at least ten local contractors with special emphasis on prescreening and application assistance to eligible Californians. Ensures effective integration of CalFresh promotion and outreach strategies to achieve the *Network's* program objectives. Develops contract language in collabration with the California Department of Public Health Leagal Office and the Contract Management Unit. Responsible for providing consultative activities which include reviewing and negotiating scope of works, and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.

20% Monitors and evaluates contractor's budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with contractor any budget change requests; independently determines whether these variations are reasonable or whether further action is necessary; develops and makes recommendation for alternative course of action.

Percent of Time	Essential Functions
15%	Responsible for the the development and implementation of *Network's* special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works with other staff, both program and support to assist in the development and oversight of record keeping and reporting systems for programmatic and fiscal activities.
15%	Serves as a member of a multi-disciplinary team in the assessment, monitoring, and evaluation of Outreach materials including brochures, flyers, posters and advertisement spots used to ensure compliance with *Network's* branding style guide.
10%	Audits and evaluates contractor invoices for accuracy on contracts, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH Accounting Office. Tracks individual budgets and account records using Excel and/or with the Grants Information Fund Tracking System (GIFTS) software program. Tracks overall AIP budget in GIFTS. Utilizes CDPH's CALSTARS reports for accounting and monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.

Percent of Time	Marginal Functions
5%	Responsible for the preparation of program workplans, program reports, bill analyses, informational summaries, and preparation for *Network* Statewide Collaborative, FANOUT (Food and Nutrition Education and Outreach) and other AIP related meetings. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input and various Section-related meetings. Responsible for in the completion of program objectives by fostering collaborative relationships with other state and local Supplemental Nutrition Assistance Programs.
5%	Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (M. Griffin) (RA)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Associate Governmental Program Analyst (AGPA) is responsible for performing the most responsible, varied and complex technical and analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, park and recreation agencies). Monitoring activities include: providing technical assistance on f fiscal budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirement are met, preparing site visit reports, and reviewing and processing budget adjustment reports or budget amendments.

30% Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy of contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilities the invoice payment process through the CDPH Accounting office. Tracks individual budgets and account records using Excel and/or fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation tracking requirements are met. Failure of contractors to do so would result in loss of

Percent of Time Essential Functions:

Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review reports.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CHPD Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.

15% The AGPA prepares fiscal analysis, allocation reports, and various fiscal documentation; which provides data to other professional staff and management using Word and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction and/or expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and complies financial data for the annual Network plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions:

5% Special projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager's Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts and/or Proposals. Assists in the development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: **Associate Governmental Program Analyst (AGPA) (Limited Term)**	Position Number: 580-310-5393-905
Unit: **Contract Compliance Monitoring Unit**	
Section: ***Network for a Healthy California (Network)*-Program Development**	
Branch: **Cancer Control Branch**	
Division: **Chronic Disease and Injury Control**	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, with tact and discretion, both orally and in writing, in dealing with the public, coworkers, and management; 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 incumbent is responsible for performing the analytical staff services duties of averge to moderate difficulty that are necessary to conduct fiscal admiistrative evaluations of local *Network for a Healthy California (Network)* program contractors. Receives direction from the Chief of the Contract Compliance Monitoring Unit (CCMU). Medium travel (up to 25 percent) is required in performing the duties listed below.

Supervision Received: General direction is received from the Unit Chief, HPM I

Supervision Exercised: N/A

Description of Duties: The incumbent performs the following duties:

Percent of Time Essential Functions

25% Independently conducts and leads all preparative actions required for an on-site evaluative Contract Compliance Monitoring Review of local contractors. Including pre-review and analysis of all internal documentation available for each contractor. This includes reviewing a contractor's file of programmatic, administrative and fiscal records available, a completed pre-review questionaire, expenditure invoices and any additional information received from other sources. Responsible for scheduling arrangments including confirmation with the contractor and all necessary travel arrangements. Conducts a Pre-review meeting with internal staff members including the assigned Contract Manager and Program Manager.

25% The *Network* is periodically audited by USDA and is mandated by Federal Law to conduct contract compliance reviews with fiscal and administrative focus. Performance of these responsibilities in an efficient and competent manner is imperative to ensure the Branch is complying with the Federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 25 percent of the time. Travels to and from local contractor sites to conduct fiscal and administrative reviews on random samples equal to one quarter's worth of programmatic, administrative and fiscal records. Conducts the on-site review by reviewing and analyzing a range of local agency site fiscal documents to monitor contract compliance; reviewing local agency fiscal activities and analyzing systems to ensure compliance with USDA federal and State of California regulations. Conduct enterance and exit conferences with *Network* contractors.

Description of Duties (continued)

Percent of Time	Essential Functions
30%	Upon completion of the review, the incumbent prepares a CCMU Review Report and a "Program Improvement Plan" (PIP) with the results of the on-site review. Upon return to the office, compile and submit a Travel Expense Claim (TEC) through CalATERS. Conducts a Post-review meeting with internal staff members including the assigned Contract Manager and Program Manager. Ensures assigned program and contractor managers for each contract are consulted and informed of the CCMU site visit report and key findings made during the reviews. The AGPA uses various computer applications as needed to assist in the identification and tracking of fiscal and programmatic records and PCR related reports. Based on CCMU site visits, the AGPA is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions and recommendations. Manage and assist with the contractor's compliance improvement to be able to demonstrate increased compliance to management and the USDA.
10%	Assist with various additions and modifications to the development of additional CCMU-related goals, objectives, and stategic planning. Leads special short term and long term projects related to CCMU work and the improved integration of compliance within the unit and across units. (i.e. PIP Implementation, Desk Reviews) Attend internal meetings to include the CM/PM meetings, CCMU Team meetings, and special project assignment meetings. Assists in the development of training courses, conferences, annual meetings and advisory committee meetings and presents information at these forums
5%	Independently reviews and evaluates USDA annual guidance and disseminates to local contractors on site during CCMU reviews. As necessary, disseminates instructions to local contractors on federal and state wide polices and procedures to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time	Marginal Functions
5%	Assist with the development and review of the annual plan and related Request for Application with regard to compliance related issues. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (M. Keaney)	580-310-5393-904

COI Classification
☐ Yes ☐ No

Unit

Section

Branch
Cancer Control Branch Office

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 Associate Governmental Program Analyst (AGPA) position provides administrative/analytical coordination and support to the Cancer Control Branch (CCB). The CCB consists of five sections with an annual budget of over $200 million in funding from state and federal sources.

The AGPA provides general technical and administrative support to the Public Health Medical Administrator (PHMA I) Branch Chief, the Staff Services Manager III (SSM III) Assistant Branch Chief, and the section chiefs in the areas of budgeting, expenditures, personnel, legislation, space/facilities, and out-of-state (OST) travel. The position provides day-to-day support and coverage for all the assignments, drills, and requests from management, other divisions, control agencies, and the legislature. The position handles sensitive personnel issues and other administrative matters.

Supervision Received: Under direct superivison of the Staff Services Manager III, Assistant CCB Branch Chief,

Supervision Exercised: None

Description of Duties:

Percent of Time	Essential Functions
30%	Budget/Fiscal Management - Prepares and monitors the CCB budget. Provides guidance, information and coordination to the sections in the development, monitoring and reporting of their budgets including budget proposals, grant applications, revenues and reimbursements, facilities and operations costs. Assists with setting priorities and making recommendations to management on funding. Assists the Branch Chief and Assistant Branch Chief in managing the overall administrative and coordination of the day-to-day activities of CCB.
25%	Personnel - The AGPA is the Personnel Liaison for CCB. Performs complex analysis and evaluation of personnel activities for the Branch, including: reclassification, hiring above minimum salary requests, redirection of staff and positions, preventative and corrective adverse actions, interview and selection process, grievance/complaint process, and out-of-class claims and list clearance. Researches alternatives and make recommendations to management and keep up-to-date on policy and procedure changes. Independently analyzes personnel requests to ensure the duties and job specifications meet the allocation guidelines. Reviews Branch requests for action and revise justifications, duty statements, freeze exemptions, and requests for exemption to the hiring process as necessary. Consults with and provides direction to all levels of Branch management on personnel

issues. Provides section staff information on OASIS regarding the status of personnel documents and reviews the Human Resources Information System (HRIS) to verify personnel positions are accurate for the positions within the Branch. Directs the creation/update of organizational charts and verification of personnel position numbers through HRIS. Provides direct assistance to managers in their development of position duty statements, justifications, freeze exemptions and recruitment. Reconciles monthly State Controller's Office reports to ensure positions are not lost to Section 12439, freeze exemptions, weekly and monthly activity reports. Maintains and expands a comprehensive understanding and application of the personnel policies and procedures of California Department of Public Health, laws and rules of the Department of Personnel Administration.

20% Special Projects - Performs analytical duties on special projects for the Branch Chief. Researches, compiles and prepares briefing papers, presentations, talking points, and other documents from multiple sources on the various programs within the Branch.

20% Travel Budget and Approval – Works as the Out-of State Travel (OST) coodinator for CCB, tracking support and federal special projects travel blankets to ensure that trips used are within Governor's OST travel guidelines, within the alloted budget. Prepares annual OST travel blanket for CCB and coordinates with branches/sections, with CDIC, Center, and Budget Office.

Percent of Time **Marginal Functions**

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Adviser (W. Holmes)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Compliance Monitoring Unit

Section
Administrative Operations

Branch
Cancer 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: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit, the Associate Health Program Advisor (AHPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of Network for a Healthy California *(Network)* program's contractors. AHPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Medium travel (up to 35 percent) is required in performing the duties listed below.

Supervision Received: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit.

Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time Essential Functions:

25% Associate Health Program Advisor (AHPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of federal expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.

25%The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure contract compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying,

Percent of Time Essential Functions:

analyzing and auditing a range of local agency site fiscal documents to ensure contract compliance; reviewing local agency activities, federal share activities and analyzing systems to ensure compliance with USDA Federal and State of California regulations. The incumbent is solely responsible for the preparation and presentation of an in-depth entrance and exit briefings. Both briefings are conducted to highlighting the purposes of the on-site review, varies fiscal documents that require auditing mandated by federal and state laws and regulations and recommendations of corrective actions where noted deficiencies have been identified with the *Network's* local contractors.

25% Preparation of the Contract Compliance Monitoring Unit (CCMU) Report, and a Program Improvement Plan, (PIP) with the results of the on-site review are presented by the AHPA when conducting an in-depth and comprehensive Post-review meeting with internal staff members and the designated Contract Manager and Program Manager. The incumbent is responsible in ensuring the assigned program and contractor managers for each contract are consulted and informed of their respective CCMU report and key findings made during the on-site reviews. AHPA uses various computer applications including GIFTS as needed to assist in the identification and tracking of fiscal and programmatic records and CCMU related reports. Based on CCMU site visits, the incumbent is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions and recommendations.

10% AHPA will be the lead on special short term and long term projects relating to CCMU Review work and the improvements to the integration of compliance within the unit, (i.e. PIP Implementation and Desk Reviews). Attends internal meetings to include the Contractor Manager's meetings, Contractor Manager's and Project Manager's meetings, CCMU Team meetings, and special project assignment meetings. Incumbent takes a lead role with various additions and modifications to the development of additional CCMU related goals and objectives and strategic planning. AHPA takes primary responsibility in the development of training courses, conferences, annual meetings and advisory committee meetings.

10% Reviews, evaluates and analyzes all new USDA annual guidances; new federal and state-wide laws, regulations, policies and procedures and the impact on the *Network* to ensuring local contractors are in compliance. Dissemination of all new federal and state-wide regulatory requirements, policies and procedures to all local contractors is completed to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time Marginal Functions

5% Assists with the development and review of the annual plan and related Request for Application. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Adviser (T. McGinnis)	580-310-5393-905

COI Classification
☒ Yes ☐ No

Unit
Contract Compliance Monitoring Unit

Section
Administrative Operations

Branch
Cancer 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: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit, the Associate Health Program Advisor (AHPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of Network for a Healthy California *(Network)* program's contractors. AHPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Medium travel (up to 35 percent) is required in performing the duties listed below.

Supervision Received: Under the general supervision of the Health Program Manager I (HPM I), Chief, Contract Compliance Monitoring Unit.

Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time Essential Functions:

25% Associate Health Program Advisor (AHPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of federal expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.

25%The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure contract compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying,

Percent of Time Essential Functions:

analyzing and auditing a range of local agency site fiscal documents to ensure contract compliance; reviewing local agency activities, federal share activities and analyzing systems to ensure compliance with USDA Federal and State of California regulations. The incumbent is solely responsible for the preparation and presentation of an in-depth entrance and exit briefings. Both briefings are conducted to highlighting the purposes of the on-site review, varies fiscal documents that require auditing mandated by federal and state laws and regulations and recommendations of corrective actions where noted deficiencies have been identified with the *Network's* local contractors.

25% Preparation of the Contract Compliance Monitoring Unit (CCMU) Report, and a Program Improvement Plan, (PIP) with the results of the on-site review are presented by the AHPA when conducting an in-depth and comprehensive Post-review meeting with internal staff members and the designated Contract Manager and Program Manager. The incumbent is responsible in ensuring the assigned program and contractor managers for each contract are consulted and informed of their respective CCMU report and key findings made during the on-site reviews. AHPA uses various computer applications including GIFTS as needed to assist in the identification and tracking of fiscal and programmatic records and CCMU related reports. Based on CCMU site visits, the incumbent is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions and recommendations.

10% AHPA will be the lead on special short term and long term projects relating to CCMU Review work and the improvements to the integration of compliance within the unit, (i.e. PIP Implementation and Desk Reviews). Attends internal meetings to include the Contractor Manager's meetings, Contractor Manager's and Project Manager's meetings, CCMU Team meetings, and special project assignment meetings. Incumbent takes a lead role with various additions and modifications to the development of additional CCMU related goals and objectives and strategic planning. AHPA takes primary responsibility in the development of training courses, conferences, annual meetings and advisory committee meetings.

10% Reviews, evaluates and analyzes all new USDA annual guidances; new federal and state-wide laws, regulations, policies and procedures and the impact on the *Network* to ensuring local contractors are in compliance. Dissemination of all new federal and state-wide regulatory requirements, policies and procedures to all local contractors is completed to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time Marginal Functions

5% Assists with the development and review of the annual plan and related Request for Application. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (M. Jones)	580-310-8337-905

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

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: Under the general supervision of the Public Health Nutrition Consultant III Supervisor, Chief, Community Development Unit B, the Associate Health Program Advisor (AHPA) is responsible for providing direction on the development of strategies for local planning and monitoring implementation focusing on community collaboration, mobilization, and coalition support. The AHPA will participate as a member of a multi-disciplinary team in the delivery and incorporation of California Nutrition Network health program messages and interventions in existing or expanding community health programs and in the nutrition education and physical activity program of other California Department of Public Health (CDPH) programs and partners. This position requires handling complex tasks simultaneously, strong written and oral communication skills and strong organization skills.

Supervision Received: Under the general supervision of the Public Health Nutrition Consultant III Supervisor, Chief, Community Development Unit B.

Supervision Exercised: None

Description of Duties: See Below

Percent of Time Essential Functions:

35% Responsible for strategic programmatic and administrative planning to the Unit. Researches and evaluates requests from external *Network* Local Incentive Awardee (LIA) contractors' to determine the best solutions and activities to meet the contractors' Scope of Work and subsequently plans *Network* LIA contractor's trainings, website updates, and guidance needed. Formulates the *Network's semi*-annual, annual and final progress reports and summarizes the findings for future action.

30% Responsible for planning, developing, and implementing *Network* special projects, i.e., the development of Request for Applications, standardized Scope of Work, Program Managers desk manuals, streamlining reports and documentation, developing online documentation system.

10% Serves as a member of a team assessing, monitoring, and evaluating of health promotion/ education methods, materials, and work plans used by *Network* LIA contractors. Identifies and develops channel-specific resource materials.

Percent of Time Essential Functions:

10% Prepares program work plans, program reports, bill analyses, informational summaries, and preparation for *Network* Statewide Collaborative Meetings.

10% Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input at various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

Percent of Time Marginal Functions:

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (Vacant)	580-310-8337-905

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

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: Under the general supervision of the Public Health Nutrition Consultant III Supervisor, Chief, Community Development Unit B, the Associate Health Program Advisor (AHPA) is responsible for providing direction on the development of strategies for local planning and monitoring implementation focusing on community collaboration, mobilization, and coalition support. The AHPA will participate as a member of a multi-disciplinary team in the delivery and incorporation of California Nutrition Network health program messages and interventions in existing or expanding community health programs and in the nutrition education and physical activity program of other California Department of Public Health (CDPH) programs and partners. This position requires handling complex tasks simultaneously, strong written and oral communication skills and strong organization skills.

Supervision Received: Under the general supervision of the Public Health Nutrition Consultant III Supervisor, Chief, Community Development Unit B.

Supervision Exercised: None

Description of Duties: See Below

Percent of Time Essential Functions:

35% Responsible for strategic programmatic and administrative planning to the Unit. Researches and evaluates requests from external *Network* Local Incentive Awardee (LIA) contractors' to determine the best solutions and activities to meet the contractors' Scope of Work and subsequently plans *Network* LIA contractor's trainings, website updates, and guidance needed. Formulates the *Network's semi*-annual, annual and final progress reports and summarizes the findings for future action.

30% Responsible for planning, developing, and implementing *Network* special projects, i.e., the development of Request for Applications, standardized Scope of Work, Program Managers desk manuals, streamlining reports and documentation, developing online documentation system.

10% Serves as a member of a team assessing, monitoring, and evaluating of health promotion/ education methods, materials, and work plans used by *Network* LIA contractors. Identifies and develops channel-specific resource materials.

Percent of Time Essential Functions:

10% Prepares program work plans, program reports, bill analyses, informational summaries, and preparation for *Network* Statewide Collaborative Meetings.

10% Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input at various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

Percent of Time Marginal Functions:

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (M. Harlan)	580-310-8337-905

COI Classification
☐ Yes ☒ No

Unit
Cal Fresh Access Improvement

Section
Program Development

Branch
Cancer Control

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: Under the general supervision of the Health Program Manager II (HPM II, Chief, Program Development Section, the Associate Health Program Advisor (AHPA) is responsible for providing direction on the development of strategies for increasing local planning and monitoring the implementation of community food security initiatives aimed at reducing rates of hunger and increasing access to healthy food in low-income areas, especially to fresh fruits and vegetables. This involves collaboration, mobilization, and support to community coalitions. The AHPA will participate as a member of a multi-disciplinary, matrix-type team in the Network for a Healthy California *(Network)* to deliver effective health promotion messages, support or expand community food security programs, and facilitate the provision of nutrition education, physical activity, and food security resources through other California Department of Public Health (CDPH) programs and diverse partners. The position requires the ability to handle complex tasks simultaneously, to communicate in a variety of written and oral formats, and to mobilize organizational efforts with public, non-profit and business partners.

Supervision Received: Under the general supervision of the Health Program Manager II (HPM II), Chief Program Development Section.

Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions:

35% Manages Scope of Work (SOW) and programmatic concerns of an estimated 20 Local Food and Nutrition Education (LFNE) contracts. Works with the *Network's* Research and Evaluation Unit and research consultants. Provides program and technical consultation for the LFNE contracts and directs contractors to *Network* staff and resources, including research and evaluation, communications unit for media and public relations support, and other *Network* resources. Monitors the development, implementation, an evaluation of all LFNE projects.

25% Develops in its entirety the annual Request for Applications and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. May lead review process and complete assessments of applications. Negotiates SOW and budgets; recommends approval of contracts. Prepares annual reports, including required statistics and critical analyses of progress.

Percent of Time Essential Functions:

25% Completes special projects as assigned in a timely and accurate manner. Maintains a work plan to track progress on project assignments. Provides weekly updates to Unit manager. Notifies Unit manager and/or applicable person when sensitive or controversial issues arise, and/or as soon as it's apparent that agreed upon deadlines cannot be met. Incumbent is the primary point of contact in coordinating with Local Food and Nutrition Education Committee (LFNEAC) in the development, planning, coordinating and orchestrating three major meetings per year. Includes completion of training assessment, selection of facilities and trainers, coordinating all aspects of the agenda and logistics. Meetings focus on partnership development and identifying new partners for Local Food and Nutrition Education channel.

10% Prepares program work plans, program reports, bill analysis, informational summaries, and preparation for *Network* Local Food and Nutrition Education Action Committee and *Network* Statewide Coalition meetings.

Percent of Time Marginal Functions

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (L. Garcia-Martinez)	580-310-1470-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

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 professional conduct.

Job Summary: The Associate Information Systems Analyst (Specialist) – AISA -- is responsible for a wide variety of IT customer support, including but not limited to GIFTS database and other applications support. This includes overall installation, maintenance, and administration of information technology resources. The AISA will provide technical support to over 200 *Network* program staff and local contractors. The incumbent is responsible for independently prioritizing work and resolving hardware/software and connectivity issues for contractors statewide. The incumbent will assist in the support for the day-to-day operation and maintenance of installed local area networks (LAN). This person will act in a consulting role to the *Network* management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. The AISA must be familiar with generally accepted information technology concepts, methods, and principles. The AISA must have a working knowledge of desktop and laptop computers, peripherals, Windows Operating Systems, and Microsoft Office products. This person is expected to resolve a wide array of hardware and software issues and incidents. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of the department. Ability to interface and work well with internal and external *Network* customers and staff, including LAN administrators within the department and division, is a must.

Supervision Received: Under the direct supervision and administrative direction of the Data Processing Manager II, Chief Information Technology Section.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
50%	Performs GIFTS database application and desktop administration and support, including: necessary installation, maintenance, backup, update, and training. Assist network users with software and hardware problems. Conducts routine network maintenance and troubleshooting. Exchanges downed systems and arrange for

	repairs. Installs and sets up workstation operating systems. Maintains network printers. Assures virus software is installed and running on all systems. Assists end users with access and proper use of network resources. Facilitates issue resolution. (Knowledge/Complexity/Personal Contact): Intermediate familiarity with generally accepted information technology concepts, practices, methods, and principles; intermediate familiarity with general programming logic and applications development; intermediate working knowledge of data structures, file organization, data modeling techniques, and methods of data storage and retrieval; understanding of the major computing environments, including intermediate familiarity with the platforms commonly used and an understanding of client/server architectures. Intermediate knowledge of operating system characteristics; ability to learn reporting relationships, chain of command, etc., to secure the necessary resources to complete assignments and independently solve a wide array of business problems; and intermediate familiarity with principal networking concepts and protocols. Intermediate understanding of the business enterprise of the organization.
35%	Builds and maintains project work plans. Prepares project management and project life cycle work products and backup plan documents. Provides estimates of time and skills required for project plans. Negotiates product deliverables and due dates. Compiles data from project summary forms and then generate reports according to USDA Plan template and USDA Report template. Gathers and imports data from various sources. Performs data validation and run batch updates. (Knowledge/Complexity/Personal Contact): Requires knowledge of CDPH business enterprise; has either varied duties requiring knowledge of various processes and methods, or knowledge of a complex area. Requires knowledge of project management processes, phases, and tools. Requires ability to effectively communicate, both orally and in writing, with peers, clients, and customers at all levels. Incumbent must be able to work well with others in order to obtain the desired response.
10%	Supports staff by analyzing software and hardware requests. Processes requests for modifications to the hardware/software system configurations. Assures all PCs are in compliance with Department prescribed hardware and software standards for Office Automation. (Knowledge/Complexity/Personal Contact): Shows initiative to ensure general and technical competencies remain current and in line with industry developments.
5%	**Marginal Functions** Other duties, as required, may include: Packing and unpacking hardware for receipt or return for repair, checking equipment, testing procedures and instructions, preparing requests for ITSD services, and attending professional organizations meetings.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (R. Dass)	580-310-1470-905

COI Classification
XXX No

Unit

Section
Information Technology

Branch
Cancer Control

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 professional conduct.

Job Summary: The Associate Information Systems Analyst, Specialist (AISA) is responsible for the technical support of the Network For A Healthy California (*Network*) program of the California Department of Public Health (CDPH). This includes overall installation, maintenance, and administration of information technology resources for the *Network*. The AISA serves as the general personal computer technical support staff and local contractors for the *Network* and its 200+ contractors. The AISA is responsible for diagnosing and resolving hardware, software, and connectivity issues for contractors statewide. The incumbent is responsible for independently prioritizing work and resolving hardware/software and connectivity issues. The incumbent will assist in the support for the day-to-day operation and maintenance of installed local area networks (LANs). This person will act in a consulting role to the Network management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. The AISA must be familiar with generally accepted information technology concepts, methods, and principles. The AISA must have a working knowledge of desktop and laptop computers, peripherals, Windows Operating Systems, and Microsoft Office products. This person is expected to resolve a wide array of hardware and software issues and incidents. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of CDPH. Ability to interface and work well with LAN administrators within the Department and Division is a must.

Supervision Received: Under the direct supervision and administrative direction of the Data Processing Manager II, Chief, Information Technology Section

Supervision Exercised: None.

Description of Duties:

Percent of Time	Essential Functions
50%	Performs complete desktop support, including: necessary installation and maintenance of workstation hardware and software; file server backups; upgrading hardware and software; assisting network users with hardware and software problems; perform routine network maintenance and troubleshooting; swaps downed systems and arranges for repairs; installation and setup of workstation operating

	systems; maintain network printers; assures virus software is installed and running on all systems; and assists end users with accessing and using network resources. (Knowledge/Complexity/Personal Contact): Intermediate familiarity with generally accepted information technology concepts, practices, methods, and principles; intermediate familiarity with general programming logic and applications development; intermediate working knowledge of data structures, file organization, data modeling techniques, and methods of data storage and retrieval; understanding of the major computing environments, including intermediate familiarity with the platforms commonly used and an understanding of client/server architectures. Intermediate knowledge of operating system characteristics; ability to learn reporting relationships, chain of command, etc., to secure the necessary resources to complete assignments and independently solve a wide array of business problems; and intermediate familiarity with principal networking concepts and protocols. Intermediate understanding of the business enterprise of the organization.
25%	Provides project planning and management; builds and maintains work plans; prepares Project Management and project life cycle work products, and contingency plan documents. Provides estimates of time and skills required for project plans. Negotiates product deliverables and due dates. Oversees project through all phases; facilitates issue resolution. (Knowledge/Complexity/Personal Contact): Requires knowledge of CDPH business enterprise; has either varied duties requiring knowledge of various processes and methods, or knowledge of a complex area. Knowledge of project management processes, phases, and tools. Demonstrates ability to effectively communicate, both orally and in writing, with peers, clients, and customers at all levels. Incumbent must be able to work well with others in order to obtain the desired response.
20%	Supports staff by analyzing hardware and software requests. Also, processes requests for modifications to the hardware/software system configurations. Assures all PCs are in compliance with Department prescribed hardware and software standards for Office Automation. (Knowledge/Complexity/Personal Contact): Shows initiative to ensure general and technical competencies remain current and in line with industry developments.
	Marginal Functions
5%	Other duties, as required, may include: Packing and unpacking hardware for receipt or return for repair, testing equipment, testing procedures and instructions, assisting with the on-line fax process, maintaining server room in an orderly manner, preparing work orders and service requests to obtain ITSD services, and attending professional organizations meetings.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (D. Dutt)	580-310-1470-905

COI Classification
XXX No

Unit

Section
Information Technology

Branch
Cancer 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 professional conduct.

Job Summary: The Associate Information Systems Analyst, Specialist (AISA) is responsible for the technical support of the Network For A Healthy California (*Network*) program of the California Department of Public Health (CDPH). This includes overall installation, maintenance, and administration of information technology resources for the *Network*. The AISA serves as the general personal computer technical support staff and local contractors for the *Network* and its 200+ contractors. The AISA is responsible for diagnosing and resolving hardware, software, and connectivity issues for contractors statewide. The incumbent is responsible for independently prioritizing work and resolving hardware/software and connectivity issues. The incumbent will assist in the support for the day-to-day operation and maintenance of installed local area networks (LANs). This person will act in a consulting role to the Network management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. The AISA must be familiar with generally accepted information technology concepts, methods, and principles. The AISA must have a working knowledge of desktop and laptop computers, peripherals, Windows Operating Systems, and Microsoft Office products. This person is expected to resolve a wide array of hardware and software issues and incidents. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of CDPH. Ability to interface and work well with LAN administrators within the Department and Division is a must.

Supervision Received: Under direct supervision and administrative direction of the Chief, Information Technology Section, a Data Processing Manager II.

Supervision Exercised: None.

Description of Duties:

Percent of Time	Essential Functions
50%	Performs complete desktop support, including: necessary installation and maintenance of workstation hardware and software; file server backups; upgrading hardware and software; assisting network users with hardware and software problems; performs routine network maintenance and troubleshooting; swaps downed systems and arranges for repairs; installation and setup of workstation operating systems; maintains network printers; assures virus software is installed

	and running on all systems; and assists end users with accessing and using network resources. (Knowledge/Complexity/Personal Contact): Intermediate familiarity with generally accepted information technology concepts, practices, methods, and principles; intermediate familiarity with general programming logic and applications development; intermediate working knowledge of data structures, file organization, data modeling techniques, and methods of data storage and retrieval; understanding of the major computing environments, including intermediate familiarity with the platforms commonly used and an understanding of client/server architectures. Intermediate knowledge of operating system characteristics; ability to learn reporting relationships, chain of command, etc., to secure the necessary resources to complete assignments and independently solve a wide array of business problems; and intermediate familiarity with principal networking concepts and protocols. Intermediate understanding of the business enterprise of the organization.
25%	Provides project planning and management; builds and maintains work plans; prepares Project Management and project life cycle work products, and contingency plan documents. Provides estimates of time and skills required for project plans. Negotiates product deliverables and due dates. Oversees project through all phases; facilitates issue resolution. (Knowledge/Complexity/Personal Contact): Requires knowledge of CDPH business enterprise; has either varied duties requiring knowledge of various processes and methods, or knowledge of a complex area. Knowledge of project management processes, phases, and tools. Demonstrates ability to effectively communicate, both orally and in writing, with peers, clients, and customers at all levels. Incumbent must be able to work well with others in order to obtain the desired response.
20%	Supports staff by analyzing hardware and software requests. Also, processes requests for modifications to the hardware/software system configurations. Assures all PCs are in compliance with Department prescribed hardware and software standards for Office Automation. (Knowledge/Complexity/Personal Contact): Shows initiative to ensure general and technical competencies remain current and in line with industry developments.
	Marginal Functions
5%	Other duties, as required, may include: Packing and unpacking hardware for receipt or return for repair, testing equipment, testing procedures and instructions, assisting with the on-line fax process, maintaining server room in an orderly manner, preparing work orders and service requests to obtain ITSD services, and attending professional organizations meetings.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (Francesconi)	580-310-1470-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control Division

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 professional conduct.

Job Summary: The Associate Information Systems Analyst (Specialist) (AISA) -- is responsible for a wide variety of IT customer support for the Network for a Healthy California (*Network*), including but not limited to GIFTS database and other applications support. This includes overall installation, maintenance, and administration of information technology resources. The AISA will provide technical support to over 200 *Network* program staff and local contractors. The incumbent is responsible for independently prioritizing work and resolving hardware/software and connectivity issues for contractors statewide. The incumbent will assist in the support for the day-to-day operation and maintenance of installed local area networks (LAN). This person will act in a consulting role to the *Network* management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. The AISA must be familiar with generally accepted information technology concepts, methods, and principles. The AISA must have a working knowledge of desktop and laptop computers, peripherals, Windows Operating Systems, and Microsoft Office products. The incumbent is expected to resolve a wide array of hardware and software issues and incidents. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of the department. Ability to interface and work well with internal and external *Network* customers and staff, including LAN administrators within the department and division, is a must.

Supervision Received: Under the direct supervision and administrative direction of the Data Processing Manager II, Chief, and Information Technology Section.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
45%	Performs GIFTS database application and desktop administration and support, including: necessary installation, maintenance, backup, update, and training. Assists network users with software and hardware problems. Conducts routine network maintenance and troubleshooting. Exchanges downed systems and arrange for

	repairs. Installs and sets up workstation operating systems. Maintains network printers. Assures virus software is installed and running on all systems. Assists end users with access and proper use of network resources. Facilitates issue resolution. (Knowledge/Complexity/Personal Contact): Intermediate familiarity with generally accepted information technology concepts, practices, methods, and principles; intermediate familiarity with general programming logic and applications development; intermediate working knowledge of data structures, file organization, data modeling techniques, and methods of data storage and retrieval; understanding of the major computing environments, including intermediate familiarity with the platforms commonly used and an understanding of client/server architectures. Intermediate knowledge of operating system characteristics; ability to learn reporting relationships, chain of command, etc., to secure the necessary resources to complete assignments and independently solve a wide array of business problems; and intermediate familiarity with principal networking concepts and protocols. Intermediate understanding of the business enterprise of the organization.
40%	Builds and maintains project work plans. Prepares project management and project life cycle work products and backup plan documents. Provides estimates of time and skills required for project plans. Negotiates product deliverables and due dates. Compile data from project summary forms and then generate reports according to USDA Plan template and USDA Report template. Gathers and imports data from various sources. Performs data validation and run batch updates. (Knowledge/Complexity/Personal Contact): Requires knowledge of CDPH business enterprise; has either varied duties requiring knowledge of various processes and methods, or knowledge of a complex area. Requires knowledge of project management processes, phases, and tools. Requires ability to effectively communicate, both orally and in writing, with peers, clients, and customers at all levels. Incumbent must be able to work well with others in order to obtain the desired response.
10%	Supports staff by analyzing software and hardware requests. Processes requests for modifications to the hardware/software system configurations. Assures all PCs are in compliance with Department prescribed hardware and software standards for Office Automation. (Knowledge/Complexity/Personal Contact): Shows initiative to ensure general and technical competencies remain current and in line with industry developments.
5%	**Marginal Functions** Other duties, as required, may include: Packing and unpacking hardware for receipt or return for repair, checking equipment, testing procedures and instructions, preparing requests for ITSD services, and attending professional organizations meetings.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (Vacant)	580-310-1470-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control Division

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 professional conduct.

Job Summary: The Associate Information Systems Analyst (Specialist) (AISA) -- is responsible for a wide variety of IT customer support for the Network for a Healthy California (*Network*), including but not limited to GIFTS database and other applications support. This includes overall installation, maintenance, and administration of information technology resources. The AISA will provide technical support to over 200 *Network* program staff and local contractors. The incumbent is responsible for independently prioritizing work and resolving hardware/software and connectivity issues for contractors statewide. The incumbent will assist in the support for the day-to-day operation and maintenance of installed local area networks (LAN). This person will act in a consulting role to the *Network* management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. The AISA must be familiar with generally accepted information technology concepts, methods, and principles. The AISA must have a working knowledge of desktop and laptop computers, peripherals, Windows Operating Systems, and Microsoft Office products. The incumbent is expected to resolve a wide array of hardware and software issues and incidents. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of the department. Ability to interface and work well with internal and external *Network* customers and staff, including LAN administrators within the department and division, is a must.

Supervision Received: Under the direct supervision and administrative direction of the Data Processing Manager II, Chief, and Information Technology Section.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
45%	Performs GIFTS database application and desktop administration and support, including: necessary installation, maintenance, backup, update, and training. Assists network users with software and hardware problems. Conducts routine network maintenance and troubleshooting. Exchanges downed systems and arrange for

	repairs. Installs and sets up workstation operating systems. Maintains network printers. Assures virus software is installed and running on all systems. Assists end users with access and proper use of network resources. Facilitates issue resolution. (Knowledge/Complexity/Personal Contact): Intermediate familiarity with generally accepted information technology concepts, practices, methods, and principles; intermediate familiarity with general programming logic and applications development; intermediate working knowledge of data structures, file organization, data modeling techniques, and methods of data storage and retrieval; understanding of the major computing environments, including intermediate familiarity with the platforms commonly used and an understanding of client/server architectures. Intermediate knowledge of operating system characteristics; ability to learn reporting relationships, chain of command, etc., to secure the necessary resources to complete assignments and independently solve a wide array of business problems; and intermediate familiarity with principal networking concepts and protocols. Intermediate understanding of the business enterprise of the organization.
40%	Builds and maintains project work plans. Prepares project management and project life cycle work products and backup plan documents. Provides estimates of time and skills required for project plans. Negotiates product deliverables and due dates. Compile data from project summary forms and then generate reports according to USDA Plan template and USDA Report template. Gathers and imports data from various sources. Performs data validation and run batch updates. (Knowledge/Complexity/Personal Contact): Requires knowledge of CDPH business enterprise; has either varied duties requiring knowledge of various processes and methods, or knowledge of a complex area. Requires knowledge of project management processes, phases, and tools. Requires ability to effectively communicate, both orally and in writing, with peers, clients, and customers at all levels. Incumbent must be able to work well with others in order to obtain the desired response.
10%	Supports staff by analyzing software and hardware requests. Processes requests for modifications to the hardware/software system configurations. Assures all PCs are in compliance with Department prescribed hardware and software standards for Office Automation. (Knowledge/Complexity/Personal Contact): Shows initiative to ensure general and technical competencies remain current and in line with industry developments.
5%	**Marginal Functions** Other duties, as required, may include: Packing and unpacking hardware for receipt or return for repair, checking equipment, testing procedures and instructions, preparing requests for ITSD services, and attending professional organizations meetings.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Management Auditor (S. Donovan)	580-310-4159-905

COI Classification
☐ Yes ☒ No

Unit
Administration and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision and guidance of the Staff Services Manager I (SSM I), Chief Administration and Fiscal Services Unit, the Associate Manager Auditor (AMA) works independently on the development and maintenance of fiscal and operational policies and internal controls related to the conduct of the Network for a Healthy California (*Network)* Program. The incumbent independently analyzes, forecasts, plans and advises in the area of accounting specific to the *Network* in its Federal Funding, General Fund funding and other funding sources, public or private.

Supervision Received: Under the general supervision and guidance of the Staff Services Manager I (SSM I), Chief, Administration and Fiscal Services Unit.

Supervision Exercised: None

Description of Duties: See Below

Percent of Time **Essential Functions:**

25% The incumbent provides consultation to program in the research and gathering of data to use in preparation of responses to inquiries and requests from the United States Department of Agriculture (USDA), the *Network's* primary funder, reviews development and implementation of corrective actions and preparation of federal reporting. The incumbent performs analysis, coordination, validation, tracking and coding of support and local assistance expenditures as they flow from the State to vendors and contractors as expenditures and as they flow back to the State as billed reimbursements from USDA. The incumbent ensures the financial records of the *Network* are accurate and in sufficient detail to comply with Generally Accepted Accounting Principles and Standards, the State Controller's Office and USDA. The incumbent analyzes a variety of accounting data to assist in the application of financial data and information; provides estimates of expenditures, reimbursements and revenues; advises management of forecasted expenditures relative to budgeted expenditures; forecasts, determines and manages necessary cash flow to support financial operations of the *Network*; analyzes fiscal data and prepares the *Network's* annual budget to USDA.

Percent of Time Essential Functions:

25% Identifies significant trends and makes comparisons to previous accounting periods; analyzes and maintains accounting controls required by the Controller's centralized control accounting system; evaluates and maintains internal controls, establishes and maintains liaison with Program and Contract Managers to ascertain their needs for accounting data, identifies changes in the operation of the program which affect accounting operations, identifies possible ways of using accounting data for management purposes and encourage a greater use of accounting data, and to actively participates in decision-and-policy-making sessions.

20% Gathers data and studies various problems arising in connection with financial administration, diagnoses accounting and EDP-related system problems as they relate to the accomplishment of accounting objectives; develops a process to gather year-end accrual information and analyzes year-end accruals for conformance with a legal basis and Generally Accepted Accounting Principles (GAAP); may design and install new or revised systems and procedures to correlate with the Accounting Office; may analyze and propose legislation which may require modification of the accounting system and other related work.

10% The incumbent independently performs complex technical professional accounting responsibilities related to the establishment, maintenance and reporting of accounting records, such as establishing new accounts, monitoring fund balances, analyzing appropriateness of transactions, approving expenditures, certifying availability of funds, preparing financial statements in conformance with legal basis and GAAP and other related work. The incumbent provides assistance in maintaining compliance with state and federal statutes, such as cost containment policies and instructions regarding funding requirements imposed by federal statutes.

10% Reconciles the fiscal records for the multiple funding sources for the program and multiple sister programs allocated USDA funds by the *Network*. Responds to any fiscal inquiries from USDA on Program's behalf by coordinating and analyzing the development of necessary fiscal information. Independently coordinates and maintains liaison with Budgets, Accounting, and State Controller's Office regarding fiscal issues of new and existing funding within the *Network*.

5% Provides consultation in preparation of fiscal analysis for Budget Change Concepts, Budget Change Proposals, Finance Letters, Bill Analysis, and Legislation. Functions as the lead in preparation of the state budget galley and responses to Legislative Analyst's Office budget review. Works in lead capacity with other *Network* staff in developing and maintaining record keeping and reporting systems for *Network* activities, contractor requirements and Section budgets to satisfy USDA oversight requirements. Independently collaborates, analyzes, and prepares a variety of fiscal reports and supporting documentation in response to public, state and federal inquiries, and maintains departmental fiscal activities to support a clear audit trail.

Percent of Time Marginal Functions:

5% Other duties as required

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Data Processing Manager II (R. Kyles)	580-310-1384-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

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 Data Processing Manager II (DPM II) will be working for the California Department of Public Health (CDPH), *Network for a Healthy California* (*Network*) which is a public/private partnership led by the Cancer Control Branch. The DPM II is responsible for the supervision and management of the Information Technology & Systems Improvement Unit (ITSI). The DPM II is responsible for the overall administration, oversight, and monitoring of the complex Grant Information and Fiscal Tracking System (GIFTS) database software in the *Network.* The DPM II ensures overall planning and guidance over unit activities, which includes implementing information security standards, project management, budgeting, personnel, specialized training of staff, development of unit plans and long range objectives, standards, work plans, project reports, assign activities and set priorities. The DPM II position requires expert knowledge of project management tools, techniques and must possess an advanced understanding of the *Network's* Information technology (IT) infrastructure. The DPM II manages all aspects of the federal policy-mandated changes and improvements to the existing GIFTS database program. The DPM II will represent the *Network* in Division/Department level IT meetings (Chronic Disease and Injury Control (CDIC) LAN team, workgroups, and planning committees).

Supervision Received: Under the direct supervision of the Staff Services Manager III, Assistant Chief, Cancer Control Branch.

Supervision Exercised: The DPM II provides direct supervision to 3 Systems Software Specialist II, (SSS II), 4 Associate Information Systems Analysts (AISA), and 2 Program Technician II

Description of Duties: The DPM II is responsible for the Section's overall administration, oversight, and monitoring of the complex Grant Information and Fiscal Tracking System (GIFTS) database including all aspects of data security, provides oversight of all software, hardware and data to ensure all CDPH security standards are met, provides maintenance of existing IT systems, transition to new systems and major systems changes for the *Network*. The incumbent also plans, develops and organizes various production schedules. The DPM II researches and develops statistical and ad hoc reports for various uses within the *Network* for management. The DPM II works closely with the CDIC Division office to ensure that the CDPH information security standards are continually met by both state and contract staff.

The DPM II is responsible for overseeing and monitoring of the performance of complex analysis; coordination, documentation, and implementation functions related to the GIFTS software processing assignments and identifies potential processing problems. The DPM II manages both contractor and IT staff on troubleshooting and problem solving resolution efforts on complex database issues, Web, and helpdesk issues.

This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and ITSD related services with other state Food Stamp Nutrition Education and Food Stamp Outreach programs. This position also serves as the Information Security Officer for the *Network*, its employees, and its contractors.

Percent of Time	Essential Functions
35%	Manages and supervises the Section directly. Responsible for setting *Network* priorities. Assists in planning division goals and annual objectives to accomplish California Department of Public Health's (CDPH) strategic goals. Responsible for the management of *Network* policies, procedures, and processes which will ensure success of the *Network's* annual objectives and goals. Responsible for ensuring all Department information security policies and procedures are implemented. Ensures that the off-site encryption and anti-virus of all sub-contractor computers are maintained in accordance with the CDPH information security policy. The incumbent will provide overall planning and guidance over IT unit activities, which includes supervision, project management, budgeting, personnel, specialized training of staff, development of unit plans and long range objectives, standards, work plans, and project reports. Effectively manages personnel and staff development. Assigns tasks to appropriate personnel, providing supervisory direction and leadership, assuring the accuracy of assignments and monitoring completion of assignments and projects. Ensures that staff receives training and development to achieve high quality performance. Evaluates work performed, coaches and mentors staff. Ensures employee performance management procedures are followed and staff evaluations are prepared and discussed in a timely manner. Assures quality customer service is provided by all staff under supervision. Ensures that organizational policies, procedures and guidelines are developed and followed. Works cooperatively to maintain effective interaction with ITSD management and staff. Knowledge: Demonstrates extensive knowledge of the organization's business enterprise and the ability to apply that knowledge in proposing and designing information technology solutions. Works independently in effectively securing resources and expertise through proper channels while developing and managing complex systems, review and approve formal system documentation. Requires knowledge of the roles and responsibilities of oversight and regulatory agencies; knowledge of project management processes, phases, and tools.
25%	Directs the monitoring, maintenance and modification activities as defined in the USDA regulations, policies and procedures for Education and Activity Reporting System (EARS), Food Stamp Nutrition Education, and Food Stamp Outreach for assigned programs, applications or sub-systems of GIFTS. Provides management direction for numerous IT projects of varying size and complexity. This involves coordinating systems changes with CDPH program management and IT. Oversees the implementation, administration and ongoing improvement of a section-wide database of contractor information, using MicroEdge GIFTS software, which provides querying and reporting capacity necessary to respond to requests from USDA and CDPH. Responsible for the future implementation of the IGAM and REDs systems to support the GIFTS module to automate the *Network's* Request For Applications/Request for Proposals. These systems link the application process to GIFTS. Automation to the *Network's* program from

beginning to end is critical and IGAM is one of the key components to automate reporting documentation for the USDA plan. Oversees the research and development of solutions to complex system changes as they relate and impact GIFTS and policy issues. Provides overall direction for the analysis, design, development, and implementation for complex modifications to GIFTS. Direct and review the development of GIFTS. The DPM II must follow the USDA and State policy and procedures for IT.

Knowledge: Knowledge of IT concepts, practices, methods and principles. Knowledge of system development and project management processes. Directs the development and implementation of enhancements to the GIFTS database and assigned to projects requiring a vast knowledge of system design and of large-scale database architectures and data communication protocols.

Personal Contact: Communicates effectively, both orally and in writing with peers, clients and system users.

25% Plans and directs state and contractor staff in system development and maintenance activities. Oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual Activity Reporting system used for tracking and reporting of section activities and results. Management level planning, directing and coordinating the implementation, administration and ongoing improvement of a Section-wide database of information consisting of over 4,000 contracts and subcontracts, which include the automated input of data for up to 200 local contractors and budget oversight exceeding $200 million. Administers, implements, and monitors unit staff in adapting and use MicroEdge GIFTS software to generate management reports of various types. Coordinates the development, design, testing, implementation, and administration of web-based collection forms with local projects, other states Food Stamp Nutrition Education programs, USDA and its contractors to generate the USDA required EARS.

Personal Contact:: Regular contact with Contract Managers, Program Managers, CDPH IT management, and local contractors.

Knowledge: Requires knowledge of the roles and responsibilities of oversight and regulatory agencies; knowledge of CDPH's business enterprise; knowledge of project management processes, phases, and tools. Knowledge of USDA regulatory requirements, terms and conditions.

Personal Contact: Demonstrates ability to effectively communicate, both orally and in writing with peers, clients, and customers at all levels. Incumbent must be able to work with others in order to obtain the desired response.

Percent of Time Marginal Functions

10% Represents the *Network* at meetings with ITSD regarding Department-wide IT issues such as Enterprise System, Operational Recovery, Agency Information Management projects.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Education Consultant III (Specialist) (B. Valdez)	580-310-8313-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development Section

Branch
Cancer 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: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Development Section and the lead direction of the Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit A, the Health Education Consultant III (Specialist), (HEC III) provides health education expertise in planning, implementing, and evaluating of the *Network for a Healthy California (Network)* local and statewide activities and provides consultation and technical assistance to local contractors, sister programs in the California Department of Public Health (CDPH) and other state departments, and prospective partners in the non-governmental sector, who provide services to Food Stamp eligible households with children. The HEC III will participate in the development of statewide strategies for the planning and implementation of local nutrition interventions focusing on research based strategies, community collaboration and resource sharing. The HEC III will be a member of multidisciplinary team in the delivery and incorporation of *Network* health promotion messages and interventions in new or existing community health programs and in the nutrition education and physical activity promotion of other CDPH programs and partners.

Supervision Received: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Development Section and the lead direction of the Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit A.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time Essential Functions:

30% Provide health education expertise in the annual review, approval, and monitoring of *Network* Local Incentive Awardees (LIA) state share contributions and Supplemental Nutrition Assistance Program-Education (SNAP Ed) reimbursement funds Scopes of Work regarding local strategies for nutrition education and physical activity promotion. Monitor and provide technical assistance to contracting low-resource school districts, Indian Tribal Organizations, local health departments and other public and non-profit entities. Monitoring activities include: providing contractors technical assistance on nutrition program planning, implementation, and evaluation; conducting required site visits; reviewing and processing of Scope of Work amendments; completing annual report analyses of contractor annual progress reports; developing and evaluating program standards, policies, and procedures; and monitoring application of state and federal standards and guidelines

Percent of Time	Essential Functions
30%	Provide leadership for the CDU portion of the annual *Network* plan, annual reports for community projects/interventions and in developing, implementing, and evaluating new community channels for expansion of the *Network* social marketing campaign.
20%	Provide leadership for collection, evaluation, and dissemination of nutrition, physical activity promotion, food security, and partnership materials, and resources developed, used or needed by *Network* contractors. Work closely with other state *Network* sections/units and state partners for development and evaluation of materials, dissemination of resources to local contractors via *Network* website and trainings. Maintain comprehensive technical database on nutrition, physical activity promotion, food security, and partnership materials.
10%	Participate in the development, implementation, and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants.

Percent of Time	Marginal Functions
5%	Represent Community Development Unit for the *Network* at state level meetings and conferences such as the *Network* Joint Steering Committee, *Network* Joint Steering Committee Operations Subcommittee, *Network* contractor trainings and California Department of Education SHAPE meetings.
5%	Performs other duties as required.

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Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Education Consultant III (Specialist) (M. Parham-Lee)	580-310-8313-905

COI Classification
☒ Yes ☐ No

Unit
Regional Operations and Training

Section
Policy, Planning and Partnership

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership Section and the lead direction of the Health Program Specialist II (HPS II), Unit Lead, the Health Education Consultant III (HEC III) provides health education expertise in planning, implementation, and evaluation of Network for a Healthy California *(Network*) statewide activities. Provides consultation and technical assistance to local contractors, sister programs in the California Department of Public Health (CDPH) and other state departments, and prospective partners in the non-governmental sector, with special emphasis on lower income households with children. The HEC III will provide direction on the development of statewide strategies for the planning and implementation of interventions focusing on community collaboration, mobilization, and coalition support. The HEC III will participate as a member of a multi-disciplinary team in the delivery and incorporation of *Network* health promotion messages and interventions in new or existing community health programs and in the nutrition education and physical activity promotion of other CDPH programs and partners. The HEC III will assume principle responsibility for education and training related aspects of the *Network*.

Supervision Received: Under the general direction of the Health Program Manger II, Chief, Policy, Planning and Partnership Section and lead direction of the Health Program Specialist II.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time Essential Functions:

30% Provides overall leadership for training and technical assistance to build the capacity of partners and local contractors to plan, implement, and evaluate state-of-the-art interventions combining healthy eating and physical activity promotion at the community level. This includes review and approval of workplan and budget, providing technical assistance, training services, and partnership development to deliver media, and other communication activities. Other lead responsibilities include the development, implementation and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants. Assists the Public Health Nutrition Consultant III (Specialist) in development of the annual *Network* plan for community projects and/or interventions and in developing, implementing, and evaluating new community channels for expansion of the *Network* social marketing campaign.

Percent of Time Essential Functions:

30% Takes leadership for developing a strong Physical Activity (PA) component, including working with other State Physical Activity programs, i.e., Physical Activity and Health Initiative, CORE and Project Lean. Takes leadership in identifying PA partners to assist the *Network* in integrating and expanding PA promotion within its various campaigns. Develops and maintains a comprehensive technical assistance, and evaluation of efforts to integrate nutrition education and physical activity in model community interventions.

30% Sets up systems to assess, monitor, and evaluate the effectiveness of health promotion and education methods, materials, and educational workplans used by *Network* contractors. In coordination with the partners for community development and intervention, and with evaluation staff, develops and implements the statewide evaluation plan. This includes overseeing the collection, analysis and interpretation of related program data, as well as providing direction for the preparation of partner, contractor, and *Network* reports.

Percent of Time Marginal Functions:

5% Stays abreast of the scientific literature regarding the state-of-the-art state and community based health promotion and community development interventions. Ensures that this information is incorporated into Requests for Applications (RFAs), planning guidelines, legislative proposals, and bill analyses. Prepares papers for publication and presents program findings at professional meetings. Prepares and edits special reports, correspondence, and publications. Oversees special projects such as participation in national and statewide conferences, and inter and intra departmental activities and program initiatives.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Auditor IV (C. Finlayson)	580-310-4249-905

COI Classification
☒ Yes ☐ No

Unit

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section, the Health Program Auditor IV will act as the fiscal expert; establish a mechanism for providing fiscal monitoring to meet United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) guidance. Advisor to Network for a Healthy California *(Network)* senior staff and the Administrative Operations Section in all fiscal matters and training relevant to all *Network* services for both federal and state/local share expenditures. Incumbent participates as an advisor to the Chief, Administrative Operations Section performing the most complex and comprehensive health program reviews related to the conduct of the Network for a Healthy California *(Network)*. Incumbent will establish mechanism to strengthen and standardize internal measures for determining the accuracy and priority prior to payment of all FSNE services for both federal and state/local share expenditures. Incumbent will provide the highest degree of judgment in the application of laws, rules, regulations and audit procedures for the California Department of Public Health (CDPH) and USDA.

Supervision Received: Under the general supervision of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

35% Acts as the fiscal technical expert to Network for a Health California *(Network).* Interprets United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) guidance (issued annually) to *Network* senior staff, Administrative Operations Section, and the Program Compliance Review Team (PCRT) Unit to ensure compliance with new fiscal and administrative policies, procedures and protocols. Provides the highest degree of judgment in the application of laws, rules, regulations and audit procedures for the California Department of Public Health (CDPH) and USDA. Responsible for assessing current processes and developing a fiscal monitoring mechanism based on current FSNE guidance and advices PCRT unit of fiscal changes that impact current policies, procedures, and protocols. Assists in the evaluation and compilation preparation of the USDA annual plan and final report. Assists in conducting periodic training with PCRT, administrative and program staff to provide uniform information and interpretation regarding new and/or changes in policies, procedures or other FSNE requirements.

Percent of Time Essential Functions:

30% Incumbent will conduct at least eight (8) reviews (site visit) annually of new and existing large (multi-million dollar) Network contracts and provides fiscal and audit related consultations to administrative contract and program staff. Reviews local FSNE contractor's current invoicing systems; working with administrative staff to develop standardized measures to improve pre-payment accuracy of invoices and provide staff training on these standards. Develops a system to institute random sampling of contractor fiscal support documentation and provides consultation and training to administrative staff on reconciling sampling materials. Travel is required and will include overnight stays.

20% Works with the PCRT staff establishing pre and post review procedures, protocols, pre-review forms for contractor to complete, review forms used during review and post review, report format, etc. Assist in the development of an action plan to follow up on issues/corrective actions identified during reviews. Assists in monitoring and recommending to management system enhancements and challenges encountered during reviews.

5% Serves as fiscal technical expert for fiscal guidance, instructions, manuals for SNAPed contractors to ensuring compliance with USDA federal and state/local budget share and documentation requirements. Assists in the preparation of reports, documents and correspondence in response to requests from various organizations including the public, *Network* contractors and department personnel. Assists in evaluating and compiling programmatic data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the *Network* submits to the USDA.

Percent of Time Marginal Functions

5% Serves as technical advisor to Network staff preparing local contractors fiscal trainings and attend trainings to address local contractors' complex fiscal issues. Attends and participates in program meetings and conferences with federal, state and community officials. Other audit specific duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Manager III (Vacant)	580-310-8429-905

COI Classification
☒ Yes ☐ No

Unit

Section

Branch
Nutrition Education and Obesity Prevention

Division
Chronic Disease & 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: Under the general direction of the Chief, Nutrition Education and Obesity Prevention Branch (NEOPB), the Health Program Manager (HPM) III serves as the Assistant Branch Chief of Programs. The incumbent has responsibility for developing, implementing, and monitoring the programmatic aspects of the nutrition education and obesity prevention programs within NEOPB. These include the Network for a Healthy California's (*Network*) Program Development Section, the *Network* Policy, Program and Parntership Section and the Community and School Policy and Training Section. The *Network*, a complex nutrition education and obesity prevention program is funded by the United States Department of Agriculture's (USDA) Supplmental Nutrition Assistance Program Education (SNAP-Ed) for approximately $244 million annually. The CalFreh Outreach Program, also a NEOPB USDA funded program is funded at approximaltey $19.1 million annually. In addition, the Centers for Disease Control (CDC) funds other programs within NEOPB such as the Obesity Prevention Program, Project LEAN and School Health Connections. These programs have a combined annual budget of over $266 million and 130 contracts/grants. The HPM III has managerial responsibiity for organizing, directing, planning and implementing program priorites in these Sections and directly supervises three Section Chiefs.

Supervision Received: Under direct supervision of the Public Health Medical Administrator I, Chief, NEOPB and takes general direction from the Public Health Medical Administrator II, Chief, Division of Chronic Disease and Injury Control

Supervision Exercised: The HPM III is responsible for the day to day supervision of three Health Program Manager IIs: Chief, Program Development Section, Chief, Policy, Planning and Partnerships and Chief, Community School Policy and Training Section.

Description of Duties: The position is responsible for the daily operations of all programmatic aspects within NEOPB including implementation of policy decisions and supervision of the three program chiefs who provide direct oversight of the statewide program activities.

Percent of Time	Essential Functions
35%	Coordinates and sets general policy and direction of all major programmatic components of NEOPB. Directs the complex programmatic functions needed to manage the USDA SNAP-Ed and CDC funded programs. Provides support and leads Strategic Plan efforts in the area of nutrition education and obesity prevention in that is in line with the federal Child Nutrition Reauthroization Bill passed in December 2010. This includes providing support to numerous advisory groups consisting of federal, state and local experts in the areas of nutrition education, healthy eating, obesity prevention, physical activity, and positive public health outcomes.

Is responsible for and oversees development of programmatic aspects of NEOPB Requests for Applications, cooperative agreements, subvention/local assistance contracts. Personally assists in the most complex, controversial or senstive porgrammatic issues. Adjusts program policies when relevent state and federal legislation changes.

30% Collaborates with NEOBP, Division, and Center management on the future vision and overall direction of nutrition education, obesity prevention and school health programs. Participates with staff within the Division, Center and NEOBP to develop program and department intiatives. Collaborates with stakeholders on related Program goals, policy issues and operational issues.

Establishes and maintains ongoing linkages and interfaces with other CDPH divisions and branches, the California Department of Social Services, the California Department of Education, the Western Regional Office of USDA, CCLHO, national organziations such as ASNNA and NACDD, academia, community and voluntary agencies, professional organizations, advocacy and policy groups and project sites. Collaborates with NEOBP, Division and Center management and staff on the future vision and overall direction of nutrition education, obesity prevention, and programs that implmenet policy and environmental solutions related to healthy eating and physical activity.

20% Supervises and oversees the work of three Section Chiefs (HPMIIs) within NEOPB who are responsible for program planning and implmentation, partnership development with state, federal and local entities and policy development when appropriate. Participates in hiring, training, development of staff; responds to labor relations and griveances issues when necessary.

10% Edits and provides final review of reports, issue memoranda, position papers, press releases, controlled correspondence, bill analyses, presentations and articles for publication. Prepares and makes presenations at conferences and meetings

Percent of Time Marginal Functions

5% Acts as Branch Chief when necessary. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Manager I (K. Maddox)	580-310-8336-905

COI Classification
☒ Yes ☐ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer Control

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: Under the general direction of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section, the Health Program Manager I (HPM I) plans, organizes, directs, and coordinates the contract monitoring and technical support components of the Program Compliance Review Team for the California Department of Public Health (CDPH), Network for a Healthy California (*Network*). The HPM I administers and supervises the Program Compliance Review Team (PCRT), and evaluates all aspects of this unit. The HPM I will also be responsible for coordinating with other sections' units to assure program compliance objectives are incorporated into the section. The HPM I provides general supervision to the following staff: three (3) Associate Health Program Advisers; two (2) Associate Governmental Program Analysts; one (1) Staff Services Analyst and one (1) Office Technician (Typing).

Supervision Received: Under general direction from the Staff Services Manager II (SSM II), Chief, Administrative Operations Section.

Supervision Exercised: General supervision of three (3) Associate Governmental Program Analyst (AGPA), two (2) Associate Health Program Advisors, one (1) Staff Services Analyst, and one (1) Office Technician (Typing).

Description of Duties: See below.

Percent of Time Essential Functions:

30% Overall supervision, direction, training and evaluation of PCRT staff. Assigns and prioritizes workload for the unit activities. Reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy. The Health Program Manager I (HPM I) establishes and manages the contract program compliance functions; oversees evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements and oversees and ensure the United States Department of Agriculture (USDA) guidance is adhered to through PCRT staff conducting program compliance reviews (site visits) with all local funded contractors. Manages the oversight and coordination of site visits, review of state share and federal share expenditures, and programmatic activities. Oversees the establishment of the site review schedule and manage the schedule to ensure all *Network* local contractors are reviewed in a three-year cycle and establish priority criteria for determining order of reviewing the local contractors.

Percent of Time Essential Functions:

25% Provides oversight to the PCRT conducting the site visit pre and post meeting with assigned program and contract managers, developing site visit agendas, conducting entrance and exit interviews with local contractors. Reviews and approves site visit reports developed after each site visit and points of discussion with the assigned program and contract managers during the post site visit meeting. Provides guidance to PCRT on written reports including summary of key findings, corrective actions and recommendations for program enhancements. Establishes quarterly reporting criteria for USDA and the California Department of Social Services (CDSS). Oversees the Program Compliance Team's work with the assigned program and contract managers to develop an action plan to follow-up on issues/corrective actions identified during the site visits.

10% Summarizes for management the best practices/resources identified during site visits by the PRCT for utilization and dissemination statewide. Summarizes for management system recommendations, for system enhancements, and challenges encountered during site visits conducted by PCRT. As needed, establishes and addresses standards for meeting guidance and requirements. Establishes and monitors baseline objectives for improving systems internally (state-level). Identify best practices for utilization locally and at the state-level.

10% Supervises staff in the development and submission of the USDA annual plan and final report. Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, USDA, DSS, and related state agencies) with minimal direction from upper management. Supervises staff in the preparation of reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel. Evaluates and compiles programmatic data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the *Network* submits to USDA, which controls funding.

10% Oversees the planning and facilitation of weekly unit meetings and periodic trainings with the Program Compliance Review Team and administrative staff to provide uniform information and interpretation regarding new changes in policies, procedures, or other requirements for unit activities.

10% Participates in senior management meetings, provides input on Community Development activities, and assists in the implementation of Network goals and objectives; determines training needs and recommends staff development activities; interprets and enforces department policy with respect to equal employment opportunity requirements; and evaluates staff performance.

Percent of Time Marginal Functions:

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Manager II (R. Stephenson)	580-310-8428-905

COI Classification
☒ Yes ☐ No

Unit

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch , the Health Program Manager II (HPM II) functions as the Chief of the Program Development Section within the Network for a Healthy California (*Network*). The HPM II gives general direction and oversees the work of four units: Community Development A, Community Development B, Communications and CalFresh Access Improvement. Tasks include oversight of contract Scopes of Work negotiations, providing technical assistance, reviewing Progress Reports; ensuring local agency contractors comply with implementing their Scopes of Work.; and critically analyzing intervention results to continually improve program operations to best serve the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) eligible populations. This position manages the social marketing media campaign which includes a multi-million dollar new program development media contract, public/private partnerships, market and community development, operational effectiveness, program integrity, and evaluation. This position also oversees the $10M+ CalFresh Access Improvement Plan (Outreach Program)

The HPM II in collaboration with the Cancer Control Branch Chief and senior *Network* staff, works as a liaison to the equivalent or higher level staff than the incumbent at the Department of Public Health's Office of Public Affairs; the California Department of Social Services (CDSS); the University of California, Davis (UCD); the Western Regional Office of the United States Department of Agriculture (USDA); Centers for Disease Control (CDC); local incentive awards with nearly a dozen community channels, foundations; and 20 other states with Food Stamp social marketing nutrition networks.

Supervision Received: Under the general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch.

Supervision Exercised: The Health Program Manager II (HPM II) provides general supervision to two (2) Health Program Specialist Is, two (2) Public Health Nutrition Consultant III Supervisors, one (1) Associate Health Program Advisor, one (1) Office Technician (Typing), a Development Specialist II (contract staff) and a Health Educator IV (contract staff).

Description of Duties: Please see detailed description of duties below.

Percent of Time Essential Functions:

35% Directs, oversees, and supervises a large multi-disciplinary staff responsible for the *Networks'* Community Development Units. The units are responsible for planning, implementing and evaluating the *Networks* statewide activities, and provide consultation and technical assistance to 140 local agency contractors to build the partners' capacity and local contractor's implementation of state-of-art interventions combining health eating and physical activity promotion at the community level. This includes review and approval of work

Percent of Time Essential Functions:

plans and budgets, providing technical assistance services, and partnership development. Maintains external relations with partner organizations including other units and levels of government, non-profit organizations, businesses, and funding agencies. Manages the four units identifying ways to increase synergy and improve impact by improving operational effectiveness

20% Directs, oversees, and supervises staff responsible for the *Network's* communications and media campaigns including the $12 million annual media contract. Manages the team identifying ways to increase synergy and improve impact by improving operational effectiveness among the nine social marketing approaches: advertising (paid and public service), Public Relations (PR) events, public relations, media advocacy, promotion, person-to-person contracts, consumer empowerment, community development, public/private partnerships, and environmental systems and policy change to promote health eating and physical activity. Provides supervision for the conceptual development, consumer testing, productions, implementation and evaluation of multi media campaigns. Oversees the selection, development, production, and distribution of a wide variety of partner's consumer education pieces, media multipliers and incentive items. Oversees staff to continually upgrade technical content on the *Network* Website as a communication vehicle by partners, local assistance contractors, and the public. Oversees management of materials inventory and fulfillment nationally and worldwide.

20% Oversees staff as they prepare a variety of Section documents including their component of the annual State Plan of Operations and annual progress reports to USDA, reports to other funders; Team-related Requests for Applications and Requests for Proposals, Budget Change Concepts and Budget Change Proposals, drills, Week Ahead Reports, and as appropriate papers for publication. Prepares administrative and policy presentations for a variety of public, administrative and technical forums. Assists in and/or oversees the preparation of grant applications, as appropriate.

10% Oversees the $10M+ CALFresh Access Improvement Plan (Outreach) which is conducted in partnership with CDSS. This includes integration of CALFresh Outreach and Promotion among all contractors and strengthening connections with the Local Food and Nutrition Education grantees and with other related food assistance partners. Participates in production of annual state plan and progress reports submitted to CDSS and USDA; joint planning with stakeholders through the Interagency Food Assistance Committee, FANOut, and SNAP; supports communications via mass media, telephone, and internet outreach; and collaborates with statewide food security organizations. Works with CDSS and Western Regional Office to help increase food stamp participation and rebrand the FSP as a nutrition program in line with new federal name, the SNAPEd.

10% Acts as Assistant Branch Chief and/or Branch Chief in his/her absence.

Percent of Time Marginal Functions:

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Manager II (S. Foerster)	580-310-8428-004

COI Classification
☒ Yes ☐ No

Unit

Section
Policy, Planning and Partnership

Branch
Cancer Control

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: Under the general direction of the Public Health Medical Administration I (PHMA I), Chief, Cancer Control Branch, the Health Program Manager II (HPM II) functions as the Chief of the Policy, Planning and Partnership Section within the Network for a Health California (Network). The HPM II gives general direction and overseas the work of three units: Fruit, Vegetable & Physical Activity Campaigns, Regional Operations and Training Unit and Policy, Partnerships and Planning Unit. The HPM II manages several principal functions of the *Network*: public/private partnerships with stakeholders, advisory bodies and leadership projects; strategic, annual and operational planning. Development and evaluation of signature social marketing initiatives; messaging and publications; formulation and analysis of legislative concepts, bills and budget proposals. This position provides staffing development and training to eleven (11) Regional Networks and overseas the *Network's* specialized social marketing contract services.

The HPM II advises on the effectiveness and improvements to the overall $200M+ efforts of the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and the CalFresh Access Improvement Plan (Outreach Program). The HPM II overseas the mobilization and integration of human and fiscal resources, and strategic growth to achieve population, community, and normative endpoints for diet, physical activity, food security and chronic disease outcomes; encompassing obesity for an estimated seven (7) million low-income parents and children with in the State of California.

The HPM II in collaboration with the Cancer Control Branch Chief and senior Network staff, works as a liaison to the equivalent or higher level staff than the incumbent at the California Department of Social Services (CDSS), the Western Regional Office of the United States Department of Agriculture (USDA); Food Stamp Funders, the Network Statewide Collaborative (formerly *Network* Steering Committee) and Centers for Disease Control and Prevention for the National Fruit and Vegetable Alliance and *Fruits& Veggies—More Matters™.* In addition the HPM II is a liaison to State Network Administrators and the Associate of State and Territorial Public Health Nutrition Directors.

Supervision Received: Under general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch.

Supervision Exercised: The Health Program Manager II (HPM II) provides general direction and/or supervision on a daily basis three units Provides general direction and supervision of one (1) Health Education Consultant III, two (2) Public Health Nutrition Consultant III, Specialist (PHNC III) and two (2) Office Technician (Typing) and provides lead direction to one (1) Health Program Specialist II (HPS II), and twenty-seven (27) Public Health Institute contract staff.

Description of Duties: Provides counsel on policy, planning, implementation, and evaluation for population improvements in diet, physical activity, food security and chronic disease prevention, with a focus on low-income, disparate populations; responsible for *Network* participation in the USDA-required State Nutrition Action Plan (SNAP) with other federally-funded nutrition assistance programs; serves as principal related to roll-out of the WIC Food Package in order to help achieve *Network* objectives. The HPM II directs, overseas, manages and supervises a large multi-disciplinary staff responsible for the Network's Policy, Partnership and Planning Unit, Fruit, Vegetable and Physical Activity Campaigns unit and Regional Operations and Training Unit that conducts a variety of activities to support new program development and program integrity in social marketing for nutrition, physical activity and the prevention of chronic diseases.

Percent of Time **Essential Functions:**

30% Directs, oversees, and supervises Policy, Partnership and Planning Unit staff responsible for developing and maintaining public/private partnerships. Overseas the management of the unit's staff methods of identification when providing advanced training in topical areas; staffing and providing partnership infrastructure for 200+ members *Network* Statewide Collaborative Committee, its Executive Committee, Operations Subcommittee and Actions Teams. Oversees unit staff in developing, planning and preparation of the Policy, Partnership and Planning unit's three (3) statewide meetings each year; oversees management of the unit's twelve (12) leadership contracts. Serves as the liaison with other *Network* units, local education programs, sister programs and agencies; Food and Nutrition Education and Outreach (FANOut) committee in securing partners for virtually all Network activities. Directs the oversight and management of the critical analyses of intervention results to continually improve program operations to best serve the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) eligible populations and CalFresh Access Improvement Plan (Outreach Program).

The HPM II advises on the effectiveness and improvements to the overall $200M+ efforts of the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and the CalFresh Access Improvement Plan (Outreach Program). The HPM II overseas the mobilization and integration of human and fiscal resources, and strategic growth to achieve population, community, and normative endpoints for diet, physical activity, food security and chronic disease outcomes; encompassing obesity for an estimated seven (7) million low-income parents and children with in the State of California.

Provides staff with direction, oversight in the preparation and coordination of relevant bill analyses, legislative concepts and budget change proposals. Oversees the annual preparation, submission and revisions of $100M+ SNAP-Ed and CalFresh state plans, amendments, and annual reports.

30% Directs, manages, oversees and supervises Fruit, Vegetable and Physical Activity (FVPA) Campaigns unit staff responsible for the *Network's* social marketing team specializing in the planning, development, implementation, and evaluation of community interventions that target children, Latino adults, African American adults, and families that are eligible for SNAP-Ed. Provides leadership, direction, oversight and management in the unit's various campaigns, including *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Harvest of the Month,* and Physical Activity Integrations. Manages and oversees the overall strategic planning, operations, development, and implementation of interventions for the various FVPA's campaigns which are directed to reach a targeted, broad low income population within the State through multiple social marketing channels. Social marketing channels encompass schools, community youth organizations, direct health service provider organizations, food service operations, supermarkets, neighborhood grocery stores, faith-based organizations, worksites and the media.

Provides direction for the conceptual development, consumer testing, productions, implementation and evaluation of the various FVPA campaigns. Oversees the selection, development, production, and distribution of a wide variety of partner's consumer education pieces, media multipliers and incentive items. Oversees the development, implementation and evaluation of the provisions for training and technical assistance to ensure campaign and program integrity; creation of tools, resources, and systems

Percent of Time Essential Functions:

for eleven (11) *Regional Networks*, nearly 100 local Incentive and Non-profit Incentive Awardees and about 50 grantees. Provides oversight and direction for staff monitoring and tracking of regional oversight; critical analysis of regional implementation; and strategizing for improvements to the regional campaign and program implementation. Provides direction to FVPA staff in the development of campaign and program components of the Request for Application (RFAs). Facilitates with new collaborations with Women and Infant Children (WIC), including, (i.e., local, Non-Profit, community based programs and faith-based organizations), other Child Nutrition Programs, and the fruit and vegetable industry.

25% Directs, manages, oversees and supervises Regional Operations and Training Unit staff responsible for the development and implementation of the evidence based *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention framework (CX^3)* and *ReThink Your Drink* into *Network* funded local programs. Provides coordination, oversight and policy direction into all activities related to CX^3; consisting of the development of and revision of assessment tools to stay abreast of changes within State and local laws, emerging policy areas, dynamic retail marketplace; the development of pilot projects to test new tools or apply existing CX^3 in new settings. Provides direction and oversight to the unit staff in developing, implementing and monitoring of CX^3's assessment tools, training and technical assistance to all range of *Network* funded Local Incentive Awardees (LIAs) implementing the CX^3 program within the eleven (11) *Regional Networks.*

Oversees unit staff as they prepare a variety of Section documents including their component of the annual State Plan of Operations and annual progress reports to United States Department of Agriculture, synthesizes regional data and recommends improvements; prepares and/or presents a variety of progress and evaluation reports at Branch, Division, California Department of Public Health (CDPH), California Department of Social Services (CDSS), Regional Network, stakeholders and funded and unfunded partnerships.

Provides program and policy direction, coordination and oversight to unit staff in the ongoing regional collaborative facilitation which primary purpose is to establish consensus; development of a regional plan, coordination of training and technical assistance to funded and voluntary partner organizations, regional networks, and local projects.

10% Maintains proficiency in chronic disease prevention, public health nutrition, nutrition education and social marketing through voluntary and scientific activities with the American Cancer Society, National Cancer Institute, Society for Nutrition Education and Behavior, American Public Health Association, and other entities. Represents CDPH to a variety of national and state organizations. Provides oral and written presentations to consumer, media, business, administrative, public health, policy and scientific audiences. Prepares, consults, conducts or oversees development of grant applications, proposals and solicitations such as Requests for Applications and Requests for Proposals.

Percent of Time Marginal Functions:

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (Vacant)	580-310-8338-905

COI Classification
☒ Yes ☐ No

Unit
Communications Program

Section
Program Development

Branch
Cancer Control

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: Under the general supervision of the Health Program Manager II (HPM II), Chief, Program Development Section and the lead direction of the Health Program Specialist II (HPS II), lead of the Communications Program, the Health Program Specialist I (HPS I) will provide leadership and direction to staff in planning, developing, implementing and assessing social marketing, public health education and outreach, and strategic communications in order to increase awareness and adoption of healthy eating, physical activity and obesity prevention behaviors promoted by the Network for a Healthy California *(Network)*.

Supervision Received: Under the general supervision of the Health Program Manager II (HPM II), Chief, Program Development Section and the lead direction of the Health Program Specialist II (HPS II), lead of the Communications Program.

Supervision Exercised: None.

Description of Duties: The position is responsible for fulfilling the public relations and media outreach mandates and assist with the advertising communications of the federally funded, large-scale social marketing program called Network for a Healthy California *(Network)*, operated by the California Department of Public Health (CDPH), Cancer Control Branch. This position contributes to the overall strategic planning, crisis communication, and guiding social marketing implementation for the Section and provides leadership and liaison with other programs in the Department, the federal government, and other external health agencies and professional organizations. The incumbent will provide staff support and coordination of pertinent advisory committees and workgroups, develop specific work plans and budgets, and prepare proposals, applications or other requests for funding to implement the mission and requirements of the programs. The position serves as the primary contact with the public relations firm named under the Network's state media contract.

Percent of Time Essential Functions:

30% Media and Marketing: Provides direction and support for the Section's media events, press conference, promotion outreach, media relations, and all public relations activities that promotes Network messages, programs and services. This requires coordinating with, providing direction for, and receiving input from contractors, CDPH's Office Public Affairs, other state agencies, other partner programs and agencies, and appropriate target groups and audiences.

Percent of Time Essential Functions:

30% Partnering and Collaboration: Establishes and maintains productive, collaborative relationships with other programs in the Department, external agencies, public and private health and cancer control organizations related to obesity prevention, nutrition and physical activity. This involves participating on workgroups and committees organized by other agencies such as the Centers for Disease Control and Prevention, American Cancer Society, and advocacy organizations.

15% Communication Research: Oversees staff and media contracts in carrying out all aspects of public relations messages and materials including the identification of key messages and outcomes, and channels or distribution methods. Assures scientific accuracy and determines the suitability of materials in terms of messages literacy, culture and language; defines the needs of the target audiences; designs communication resources and materials; and assures that evaluation plans for these activities are implemented.

10% Media Training Development: In coordination with the public relations contractor and Network Communications Unit, assists in the development of the social marketing/public relations technical tools and training modules various partners and contractors for use in joint media promotions, focused outreach, media spokesperson trainings and materials for distribution and dissemination through various channels and in coordination with the distribution systems of other organizations.

10% Communication and Reporting: Prepares intervention plans and reports on program activities and results; researches and responds to inquiries, controlled correspondence, issue memos, and other information requests. Researches and develops policy and guidance on educational messages and communication; researches and prepares papers, articles, and other materials for publication and presentation.

Percent of Time Marginal Functions

5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (HPS I) (S. Bartlett)	580-310-8338-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop, organize 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: Under the general direction of the Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit; the Health Program Specialist I (HPS I) is responsible for oversight, consultation and monitoring of a significant portion of the Community Development Unit (CDU), *Network for a Healthy California (Network)* local and statewide projects. The position requires a highly skilled, technical program specialist able to handle complex tasks including coordinating the development and implementation of federal and state policy with CDU and *Network* contractors.

Supervision Received: Under the general direction of the Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit.

Supervision Exercised: None

Description of Duties: See detailed descriptions below.

Percent of Time	Essential Functions
30%	Provides health education expertise in the annual review, approval, and monitoring of *Network* Local Incentive Awardees (LIA) state share contributions and Supplemental Nutrition Assistance Program Education reimbursement funds and Scopes of Work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian Tribal Organizations, local health departments and other public and non-profit entities. Monitoring activities include: providing contractors technical assistance on nutrition program planning, implementation, and evaluation; conducting required site visits; reviewing and processing of Scope of Work amendments; completing annual report analyses of contractor annual progress reports; developing and evaluating program standards, policies, and procedures; and monitoring application of state and federal standards and guidelines.
25%	Establishes and maintains productive, collaborative relationships with other programs in the Department, external agencies, public and private health and cancer control organizations related to obesity prevention, nutrition and physical activity. This involves participating on workgroups and committees organized by other agencies such as the United States Department of Agriculture (USDA), California Department of Social Services (CDSS), California Association of Nutrition and Physical Activity Programs, UC Food Stamp Nutritriton Education Program, and nutrition education advocacy organizations.

Percent of Time Essential Functions:

25% Provides leadership for collaboration with other *Network* units including the Research and Evaluation Unit (REU) for evaluation projects, EARS (Education and Administrative Reporting System); Communications and Media for Nutrition Education Reinforcement Items (NERI); and other units as necessary.

10% Represents CDU for the *Network* at state level meetings and conferences such as the *Network* Joint Steering Committee, *Network* Statewide Collaborative Operations Subcommittee, internal Nutrition Education Consultant meetings, *Network* contractor trainings and California Department of Education SHAPE meetings.

Percent of Time Marginal Functions:

5% Participate in the development, implementation and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors and consultants.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (M. Fast)	580-310-8338-001

COI Classification
☒ Yes ☐ No

Unit

Section

Branch
Cancer 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 skills 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 (HPSI) performs a wide variety of complex analytical/health program related assignments. The HPS I provides management analysis and technical support to the various special projects and programs within the CCB, necessary to facilitate statewide program operations. The CCB consists of 5 sections including the Program Development Section, Administrative Operations Section, Information Technology Section, Policy, Planning and Evaluation Section, and the Community and School Policy and Training Section. The incumbent works independently, with minimal supervision, and closely with the Branch Chief and Assistant Branch Chief in implementing and evaluating the various programs within CCB.

Supervision Received: Under the direct supervision of the PHMA I

Supervision Exercised: None

Description of Duties: See below

Percent of Time Essential Functions

35% As a member of the CCB team, the HPS I will be involved in all aspects of the continued development and implementation of CCB programs including various other special projects. Performs critical nutrition and physical activity policy development and program planning and assessment analysis; develops recommendations for policy direction and procedural changes; develops request for proposals for nutrition education/physical activity projects; prepares a wide variety of technical, policy, management, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, budget change proposals, grant proposals, bill analyses, and responses to policy-critical correspondence; consults and coordinates with other state and local organizations regarding nutrition/physical activity-related policy issues; and provides health policy expertise to Section staff.

25% Provides management of state and local federally-funded projects and contracts, including primary staff responsibility for leadership and special projects. This involves compiling, reviewing and negotiating project work plans and subcontracts, assessing overall program needs, developing project proposal guidelines and grant award criteria, monitoring project performance, providing technical assistance, and assessing project cost effectiveness.

15% Ensures effective coordination and delivery of state and federal contract activities, including coordination with external partners by providing leadership, technical assistance and planning.

Percent of Time	Essential Functions
10%	Performs staff support and coordination in planning, organizing, and preparing and monitoring strategic plans for Branch related state and federally funded programs, including annual updates and reports, funding sources, and detailed recommendations for improving the health eligible Californians. In coordination with funding agencies, key partners, and external constituents, compiles, writes, and produces reports and makes recommendations for necessary program changes or improvements.
10%	Represents Cancer Control Branch and State-level management meetings, trainings and conferences. The HPS I acts as the CCB representative in state meetings ensuring that the department's needs are met in the area of nutrition and physical activities intervention and policy and coordinates with the various stakeholders both on the local and state level staff. Ensures timely completion and submissions of all required reports, keeping staff informed of pertinent directives or changes in policies, ensuring that assistance provided as necessary in the areas of nutrition and physical activities.

Percent of Time	Marginal Functions
5%	Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (C. Herredia)	580-310-8338-905

COI Classification
☒ Yes ☐ No

Unit
Communications Program

Section
Program Development

Branch
Cancer 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: Under the general supervision of the Health Program Manager II (HPM II), Chief, Program Development Section and the lead direction of the Health Program Specialist II (HPS II), lead of the Communications Program, (HPS I) is responsible for programmatic oversight of the *Network for a Healthy California* (*Network*) media and public relations contract including consultation and monitoring of the contract. The HPS I represents the Calfironia Department of Public Health (CDPH) with various groups including the California Office of Bi-National Board Health, the University of California's Health Initiative of the Americas, and the Latino Coalition for a Health California; and responds to Spanish-language media inquiries. The position requires the incumbent to function independently; communicate effectively; facilitate group processes; provide effective media and public relation consultation/technical assistance; and maintain/develop skills related to media and public relations. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organizational skills. This is a bilingual position for Spanish.

Supervision Received: Under the general supervision of the Health Program Manager II (HPM II), Chief, Program Development Section and the lead direction of the Health Program Specialist II (HPS II), lead of the Communications Program.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	Provides oversight, program consultation, program and fiscal technical assistance and monitoring of a $36 million dollar media/public relations contract to ensure effective integration of nutrition education, training, media, and community empowerment strategies to achieve the *Network's* program objectives. Provides comprehensive program consultation expertise on all Spanish-language media material, messages and intervention programs. HPS I provide effective media and public relations consultation, technical assistance to various Latino community media and publications relations groups.
30%	Consults and coordinates with other state and various groups including the California Office of Bi-National Border Health, the Latino Coalition for a Healthy California within the Latino population regarding educational materials and broadcast media on promoting a healthy life style with emphasis on obesity prevention, intervention, school nutrition and physical education and activities. HPS I is the lead person in meeting and consulting regularly with the Latino community media and public relations contractors to coordinate the development of the advertising, media placement and community relations activities in order to maximize the reach and effect of the mass media advertising geared towards the Latino population. Responds to Spanish-language media inquiries.

Percent of Time Essential Functions:

20% Provide oversight in the development of the communications Request For Proposal (RFP) and any subsequent contract/subcontract. Specific duties include negotiating media contract and reviewing and negotiating scopes of work, budgets and justifications, reviewing and approving work orders to ensure alignment with scope of work; monitoring media contract by conducting periodic site visits, analyzing and providing feedback on progress reports, and providing timely technical assistance when necessary. Analyze cost effectiveness of various media contract deliverables/strategies to guide contract expenditures.

10% Work with media and public relations contractor to provide oversight of the *Network* media campaign to develop and/or review message points, and act as spokesperson. Review media and public relation materials. Liaison and coordinate between media and local spokesperson. Respond to calls and letters from public for information on the media and public relations campaign. Complete program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

5% Oversee and coordinate the preparation of the media and public relations section of the annual state plan and final progress report required by the United States Department of Agriculture (USDA).

Percent of Time Marginal Functions

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist II (M. Rousseve)	580-310-8336-905

COI Classification
☒ Yes ☐ No

Unit
Communications Media Unit

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control Division

The position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if appropriate) in dealing with the public and /or other employees; establish and maintain effective working relationship with the California Department of Public Health's Office of Public Affairs for coordination of media activities and approvals; 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 conduction.

Job Summary: Under general direction from the Health Program Manager II, Chief, Program Development Section, the Health Program Specialist II (HPS II) functions as an expert who has the responsibility to plan, coordinate and carryout the high level activities and projects for the Section's Communications / Media Unit. The HPS II serves as the statewide consultant and technical expert in the development of program policy, priorities and long-term strategies in the use of electronic and print media and public relations to promote nutrition and physical activity to the *Network's* target audience as defined by the United States Department of Agriculture (USDA).

Supervision Received: Under general direction from the Health Program Manager II, Chief, Program Development Section

Supervision Exercised: None

Description of Duties: The *Network* has the responsibility of implementing a USDA-funded Supplemental Nutrition Assistance Program Education (SNAP-Ed) Annual Plan with annual budget exceeding $100 million and over 100+ local contracts. The Communication Media Unit has an annual budget exceeding $10 million. As required by United States Department of Agriculture (USDA), the media's campaign must target California's low-income families participating or eligible to participate in the federal Food Stamp Program. The focus of the SNAP-Ed is health promotion to help SNAP eligibles establish healthy eating and a physically active lifestyle.

The Health Program Specialist II (HPS II) is responsible for designing and monitoring the *Network's* yearly, comprehensive work plan for advertising and public relations and for overseeing the activities and programs carried out by the media advertising and public relation contractors. The *Network's* media and advertising campaigns are statewide, multi-component efforts that may include television, radio, billboard, print and web-based strategies.

The HPS II is the primary program spokesperson for media inquires from print, radio and television and is responsible for the day-to-day coordination required between the media, Office of Public Affairs (OPA) and the staff of the Section. The HPS II ensures that the *Network* follows appropriate OPA and USDA policies and procedures for state media campaigns. The HPS II ensures that the appropriate approvals are secured from USDA, OPA and Agency and that expenditures are appropriately documented for all media activities.

Percent of Time Essential Functions:

35% Oversees media campaign coordination (between media contractors, Network Management, *Network* staff, OPA and *Network*-funded local projects). Meets weekly with the media advertising contractor to coordinate the development of strategic plans, creative concepts, storyboard script executions, media placement (television, radio and print). Meet regularly with media contractors regarding public

Percent of Time Essential Functions

relations to coordinate the development of yearly work plans for public relation activities, events, and press conferences for the target audience as defined by USDA. Provides media-related programmatic information for the *Network's* Annual Plan (approved and funded by USDA). Local Media Campaigns: Works with *Network's* Community Development Unit and USDA WRO to review and approve local media campaigns/activities funded with USDA funds. Oversees training and technical assistance for local projects conducting media activities. Ensures coordination of state-wide and local media activities and campaigns.

25% Evaluation (Assess and evaluate the *Network's* Media Campaign). Works with the Media contractors and the *Network's* Evaluation and Research unit to develop an evaluation plan. Assists the *Network's* Evaluation and Research Unit on monitoring evaluative activities and the media campaign. Reviews and provides feedback on evaluation reports, focus group reports and other media-related reports as requested. Assists with finalizing the Network's Annual Benchmark Survey on media activities. Provides media related evaluation information for the Network's annual USDA final report.

15% Contract Monitoring: Oversees the development, release and award of the *Network's* Media Request for Funding. Negotiates approval from OPA/Agency on the Media RFP. Oversees the processing of the contracts and related subcontracts. Works with a contract manager and HPS I to monitor expenditures and ensure appropriate state and USDA guidelines are followed. Regularly meets with the media contractor to review the scope of work requirements and related budget/fiscal issues. Works with media contractors and assigned HPS I and contract manager to develop amendments for the scope of work and/or budget as needed. Meets regularly with the HPM II, Chief, Program Development Section to update and obtain guidance on campaign development and implementation. Presents campaign strategies, concepts, storyboards, and scripts to high level management, OPA, CDPH Director, Health and Human Services Agency Secretary staff. As needed, develops a Secretary's Action Request (SAR) and Director's Action Request (DAR) to secure appropriate approval for the media campaign.

10% Media Relations and Public Contact: Within OPA guidelines, acts as spokesperson for media inquiries, from television, radio and print. Provides information and materials to local projects. Coordinates with media contractor local spokesperson(s) for state-wide and local events with coordination from OPA.

10% Oversees the *Network's* online ordering and cost-recovery system for the *Network's* Local Projects. Coordinates with designated contractor the online ordering system, material database, offsite inventory of materials and fulfillment requests from local contractors. Coordinates with other Network staff and teams the management of the system.

Percent of Time Marginal Functions

5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

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DUTY STATEMENT

Class Title	Position Number
Health Program Specialist II (C. Okerberg)	580-310-8336-901

COI Classification
☒ Yes ☐ No

Unit

Section

Branch
Cancer 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: Under general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch, the Health Program Specialist II (HPS II) is responsible for providing technical expertise within the California Department of Public Health (CDPH) for program planning, assessment and management support in all areas of nutrition education and physical activity. The HPS II will also provide technical assistance and support for State Nutrition Assistance Education Program (SNAP-Ed) projects and interventions at the state, regional and local level. The HPS II analyzes critical issues and legislation related to program direction for state nutrition, physical activity, food security and obesity prevention activities, including SNAP-Ed and community food access; consults and coordinates with other United States Department of Agriculture (USDA) and state and local organizations regarding nutrition, physical activity, and food access related issues; and provides program expertise to Branch staff.

Supervision Received: Under the general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time Essential Functions:

40% Performs critical nutrition, physical activity and food security policy development and assessment analysis; develops recommendations for policy direction and procedural changes; develops feasibility studies; prepares a wide variety of technical, policy, management, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, budget change proposals, legislative concepts and proposals, grant proposals, bill analyses and enrolled bill reports, and responses to policy-critical correspondence; consults and coordinates with other state and local organizations regarding nutrition/physical activity-related policy issues; and provides health policy expertise to Branch staff.

30% Ensures effective coordination and delivery of state SNAP-Ed and related activities with stakeholders including *Regional Network* Lead Agencies, Regional Collaboratives, local funded projects, and external partners by providing leadership, planning, and primary staff support for the Operations of *Network's* SNAP-Ed program and partnership development infrastructure.

Percent of Time Essential Functions:

15% Performs staff support and coordination in planning, organizing, and preparing the annual state plans for SNAP-Ed in California, including annual updates and reports, funding sources, and detailed recommendations for improving the health of low-income SNAP-Ed-eligible Californians, including recommendations for both state and local programmatic revision and actions. In coordination with USDA, the California Department of Social Services (CDSS), *Network* Unit Leads and external constituents, compiles, writes, and produces an annual statewide plan and report which describes the number and extent of local nutrition education and physical activity programs, reports evaluation results, and makes recommendations for necessary program changes or improvements.

10% Represents State FSNE program within CDPH and with other state and federal agencies, including USDA, the California Health and Human Services Agency, CDSS, the California Department of Education (CDE), and the California Department of Food and Agriculture, while developing and implementing strategies to improve and strengthen program coordination and partnerships that enhance the delivery of SNAP-Ed programs and interventions. Develops, maintains, facilitates, and assesses program relationships with partners and potential partners in the public, nonprofit, and private sectors, including agriculture, for long-term participation and collaboration and to assure their continued knowledge and support of SNAP-Ed activities.

Percent of Time Marginal Functions:

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5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist II (Retired Annuitant) (S. Metzger)	580-310-8336-905

COI Classification
☒ Yes ☐ No

Unit
N/A

Section
N/A

Branch
Cancer Control

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: Under the general direction of the Chief, Cancer Control Branch (CCB), the Health Program Specialist II (HPS II) acts as a liaison for administrative streamlining and efficiency across all Section units. The functions performed by the HPS II include, but may not be limited to: leadership; planning and coordination of activities; development of policies; technical assistance and training; public relations; and ensures recommendations are implemented in a timely manner. The HPS II provides expert advice and consultation to CCB regarding its overall operations and performs the duties listed below.

Supervision Received: Under direct supervision of the Staff Services Manager III, Assistant Chief, Cancer Control Branch and general guidance of the Public Health Medical Administrator I, Chief, Cancer Control Branch.

Supervision Exercised: N/A

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	Works closely with staff in the Contract Management, Community Development, Clerical, Information Technology, Communications, and Program Compliance Review Team Units to implement recommendations made by USDA and ensure program integrity and compliance with USDA Administrative Review findings. Meets on a regular basis with staff and monitors progress made.
30%	Works with CCB senior management to strengthen CCB operations in all areas, administrative and programmatic. This includes assessing the effectiveness and efficiency of CCB internal infrastructure, increasing/improving programmatic and administrative efficiencies, and improving communications internally and externally.
30%	Makes recommendations for change and works directly with CCB senior staff to implement recommendations. Assists in the formulation of Section policies, protocols, guidelines, and overall operational procedures that are in compliance with State and USDA guidelines. Assesses and streamlines the current process for submitting, tracking, and approving state documents including Governor Action Requests, Secretary Action Requests, and Director Action Requests.

Percent of Time	Essential Functions
10%	Assists in assessing the effectiveness of CCB regional and local operations. Works with CCB staff to ensure an integrated Network for a Healthy California that is seamless to local partners and the public. Works with CCB senior staff to improve quality of services and delivers necessary training sessions.

Percent of Time	Marginal Functions

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title Health Program Specialist II (V. Quinn)	Position Number 580-310-8336-905
COI Classification ☐ No ☒ Yes	
Unit Regional Operations and Training	
Section Policy, Planning and Partnership	
Branch Cancer Control	
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: Under the general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch and the lead direction of the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership Section, the Health Program Specialist II (HPS II) functions as a non-supervisory expert in the *Network's* Regional Operations and Training Unit, Policy, Plannining and Partnership Section, Cancer Control Branch, California Department of Public Health (CDPH), who will have the responsibility to plan, coordinate, and maintain regional operations for agencies funded by the United States Department of Agriculture's ,(USDA's) Food Stamp Program as part of the Network for a Healthy California *(Network)*. The HPS II serves as the statewide consultant and technical expert who will oversee the functions, funding formulas, performance expectations and evaluation of the existing 11 regional contractors, with the ultimate purpose being to mobilize efforts and better serve all geographic regions of the state. The incumbent will wlso provide leaderhsip for an expended range of regionally-focused technical services to an estimated 120 local projects, provide the two-way working relationship, assure accountability for all funds expended, and accelerate achievement toward the Network performance targets. A highly visible part of this assignment will be to forecast regional needs for the growning *Network* partnership, through development and issuance of RFAs for regional networks.

The Policy, Planning and Partnership Section has responsibility for implementing state law for cancer prevention through nutrition and for annually preparing, executing and evaluating the State Plan for Supplemental Nutrition Assistance Program-Education (SNAP-Ed) using social marketing approaches. Federal funding for SNAP-Ed is approximately $100 million per year to fund state Network activities, but funding levels is expected to increase during next few years along with the number of funded projects. The 11 regional network contracts provide regional social marketing campaigns that support activities for audlts/teens, children and Latino-focused interventions, and they have an annual budget of over $10 million. The role of the regions will include representing the *Network* to work with a wide variety of local agencies, partner organizations, and population segments. The regional functions are to coordinate efforts among the diverse partners, obtain maximum synergy of all the campaign activities, and help achieve campaign targets for butter nutrition, physical activitiy, and food security in order to prevent cancer and other chronic diseases in the defined target groups.

The regional functions overseen by the HPS II include but may not be limited to: leadership, area-wide planning and coordination of services among a large number of public and private organizational partners, including all the local agencies funded by the *Network*; resource development to strengthen regional infractructure, policies and services; technical assistance and training; media outreach and public relations; facilitation of interventions with the private sector, including the retail food industries; development of community capacity for implementing nutrition planning, and evaluation on behalf of local partners back into the ongoing *Network* planning process, and they may initiate regional interventions or diseminate proven-effective technologies as an outgrowth of local needs and priorities.

Supervision Received: Under the general direction of the Public Health Medical Administrator I, (PHMA I), Chief, Cancer Control Branch and lead direction from the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership Section.

Supervision Exercised: None.

Description of Duties: The Health Program Specialist II (HPS II) oversees the development and implementation of the evidence based Communitieis of Excellence in Nutrition, Physical Activity and Obesity Prevention framework (CX^3) into *Network* funded local programs, working alongside staff in the *Network's* Research & Evaluation Unit, Community Development Units, and consultants as needed. CX3 consists of a assessment tools, training and technical assistance to a range of *Network* funded LIAs implementing it.

HPS II interacts on a daily basis with local, state, and national nutrition, physical activity and food security leaders to execute a large-scale campaign that demonstrates measurable behavioral and environmental changes in low income population segments served by the *Network* campaigns. The HPS II will provide expert advice and consultation to a wide variety of local and regional leadership organizations, including those representing elected officials in county, city and educational sectors; California state agencies; other states; the U.S. Department of Agriculture's Western Regional Office and headquarters offices; the Centers for Disease Control and Prevention; the National Cancer Institute; the American Cancer Socity at the regional, state and national levels; California foundations; university experts; and a range on non-profit leadership organizations in the civic, service, trade and professional disciplines.

The HPS II is the primary spokeperson and staff contact for the regional agencies, being responsible for day-to-day coordination among the regions, the functions of the state programn, and the work scopes of the local projects. The HPS II handles sensitive and complex agency relations with major implications that invovle/impact the Section and the Department. This position will represent the regional operations on the management teams.

Percent of Time	Essential Functions
25%	Coordinates all regional activities; critically analyzes progress; institutes corrective action with all concerned parties; and maintains 360 degree communications (with superiors, colleagues and subordinates at the state, regional, local and national levels. Identifies and recommend action on sensitive issues to the Branch and Division, as appropriate.
25%	Coordinates all activities related to CX3; development of and revision of assessment tools to stay current with changing state and local laws, emerging policy areas, dynamic retail marketplace; develop pilot projects to test new tools or apply existing CX3 in new settings; develops and revises technical assistance and trainings to meet needs of implementing local agencies; responds to stakeholders, including the Federal government.
15%	Technical program consultant for the ongoing regional collaborative facilitation whose purpose is to establish consensus; develops a regional plan; coordinates implementation by funded and voluntary partner organizations; and organizes training and technical assistance among regions, local projects and the State program.
15%	Oversees the preparation of appropriate regional information and data for the annual state plan and semi-annual progress reports to the U.S. Department of Agriculture; synthesizes regional data and recommends improvements; prepares and/or presents a variety of progress and evaluation reports at partner, scientific, policy and administrative meetings.
10%	Oversees and provides technical assistance on the scopes of work, budgets, and performance goals of all regional lead agencies. Consults with *Network* Section Chiefs and management to continually support the achievement of regional objectives and improve overall program performance. Recommends modifications to funding allocations.
5%	Conducts ongoing on-site program reviews, critically analyzes progress, and oversees evaluation of regional operations relative to achieving coordination and synergy among all campaign operations.

Percent of Time	Marginal Functions
5%	Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Management Services Technician (J. Jones)	580-310-5278-905

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under general supervision of Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit A, the Management Services Technician (MST) is to learn and perform the less technical semi-professional tasks and is responsible for assisting the Community Development Unit (CDU) Program Managers with contract review and compliance. This position will assist with site visit coordination and organization, progress report coordination and implementing and maintaining databases of materials being used by funded agencies and updating the list on a quarterly basis. The MST will also compile and produce the annual Network for a Healthy California *(Network)* Project Directory.

Supervision Received: Under general supervision of Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit A

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Assists in tracking and monitoring the submission of *Network's* contractor semi- annual, annual and final reports via Grant Information and Fiscal Tracking System (GIFTS). Assists in developing and maintaining a progress report intake and a reminder system which notifies contractors and Program Managers of report submission timelines and the action taken when reports are not submitted. Makes copies of progress reports and distributes to program and administrative staff for review.

25% Assists in compiling, formatting, and editing Local Incentive Awardee (LIA) Guidelines Manual, Local Food and Nutrition Education RFPs, annual *Network* Project Directory and associated reports, including the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate support materials and background information needed by the CDU for these documents.

15% Assists in developing, implementing, and maintaining an automated database and other systems for compiling information about nutrition education materials used by contractors; assists in the coordination of any pertinent e-mail distribution lists for this activity by communicating with Network staff for updates and providing modifications directly.

Percent of Time Essential Functions:

15% Schedules contractor teleconferences, Program Manager site visits, *Network* LIA trainings, and maintains activities in GIFTS. Distributes GIFTS updates to program and administrative staff.

10% Assists in the coordination of CDU needs for the annual Funding Application Packet (FAP) by organizing reproduction of the FAP packet with clerical support staff, preparing and sending the electronic mass mailings associated with the FAP to LIA contractors, and handling the logistics of the review process of application paperwork for program manager staff (reserving conference rooms, scheduling calls, and creating filing systems). Prepares contract folders for program managers when FAP negotiations have concluded.

Percent of Time **Marginal Functions**

% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Management Services Technician – (.75) (M. Jackson)	580-310-5278-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit, the Management Services Technician (MST) is responsible for closing out contracts, maintaining closed-out contract files and the contract storage room, tracking mandated trainings, assisting staff sign up for in-service and out-service trainings, processing purchase and service orders, processing vendor invoices for payment, and maintaining records retention schedules.

Supervision Received: Under general supervision of Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit.

Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions:

40% Maintain and track contract close outs and contract folder archives. Verify that there is a close out checklist attached to the contract file and a checklist is completed by both the Contract Manager (CM) and the Program Manager (PM). Close out the hard copy contracts which includes receiving contract files from PM and CM, purging and discarding duplicate and unnecessary documents and then merge the two files. Maintain the contract folder storage room. Ensure required documents are in final file per United States Department of Agriculture (USDA) regulations for possible USDA audit. Prepare upcoming contract hard copy file folders for contract and program managers. Request contract numbers from Contract Management Unit (CMU) and assign contract numbers to the contracts at the beginning of funding periods. Create close out logs. Update close out logs. Three years after the contract release date, prepare contract files to send to State Warehouse to be stored for four years and then destroyed.

30% Ensure staff is in compliance with mandated trainings. Track training compliance and notify employees and supervisors when mandated trainings are needed. Assist staff to find in-service and out-service trainings that will help them with career development and advancement. Prepare all training requests for section staff. Prepare revolving fund requests when applicable. Receive training invoices; verify services were used and amount billed with office records. Enter correct accounting code, sign invoice and forward to accounting for payment. Send quarterly reports to the Office of Leadership and workforce Development on staff's mandatory trainings status.

Percent of Time Essential Functions:

15% Process vendor invoices; verify services used and amount owed with office records. Research discrepancies with staff and vendors. Review and approve amount due. Enter correct accounting code, sign invoice and forward to Accounting for payment.

10% Develop and process purchase and service orders for office equipment, software, and miscellaneous services per Department regulations. Track progress of purchase and service orders. Process invoices for payment when equipment is received or services completed.

Percent of Time Marginal Functions

5% Implement and maintain Records Retention Schedule. Send reports to Division for approval. Coordinate transfers of files to State Archives or the Department warehouse.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Services Supervisor II (General) (C. Barnes)	580-310-1150-905

COI Classification
☒ Yes ☐ No

Unit

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

This position requires that 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: Under the general supervision of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section, the Office Services Supervisor II, (OSS II) is the working-level supervisor of the administrative support staff. The incumbent will: supervise, prioritize, coordinate, assign, review, evaluate, train, track and monitor the timeliness, quality and quantity of work of clerical support staff.

Supervision Received: Under the general supervision of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section.

Supervision Exercised: Provides general supervision to approximately ten Office Technicians (OT Typing), and lead guidance to three Administrative Assistant IIIs (contract staff).

Description of Duties: Please see below for a detailed description of duties.

Percent of Time **Essential Functions**

30% Plans, organizes and directs the activities of approximately ten OTs, and three Administrative Assistant contract staff. Prioritizes work assigned to staff, provides assistance and direction to staff in reference to assignments and monitors completion of assignments. Provides supervisory direction to staff. The clerical support staff provides general administrative support to the *Network* professional staff. Support staff responsibilities include: word processing, developing spreadsheets, filing, tracking staff time and attendance, the handling of personnel issues, travel arrangements, monitoring/ordering supplies and equipment, and inputting data into the Education and Activity Reporting System (EARS). The OSS II receives, prioritizes, and assigns all tasks and distributes workload in an equitable manner and assures that work is completed on schedule. Proofreads materials for accuracy in grammar, punctuation, spelling, format, compliance with author's instructions and adherence to Departmental procedures. Personally handles the most complex and sensitive work. Determines and establishes policies and procedures consistent with applicable State or Departmental regulations to improve and effectively coordinate clerical functions within the office. Identifies opportunities for improved efficiency and effectiveness of the services provided by the Unit. Develops and maintains clerical desk manual with necessary information (i.e. phone numbers, clerical procedures, attendance policies and individual unit information).

Percent of Time Essential Functions

25% Maintains a current tracking system for all state documents (bill analyses, Director's Action Request (DAR), Secretary Action Request (SAR), Governor's Office Action Request (GOAR) correspondence, letters, and memos) and ensures all state document deadlines are met. Maintains filing systems for state documents and maintains binders for all updates to templates such as forms, signatures, and formatting for support staff and management. Reviews the packaging of final state documents for delivery to Branch office.

20% Recruits, interviews, and selects staff for vacant positions in a timely manner, develops and maintains duty statements for all clerical positions and updates as necessary. Provides cross-training for all clerical staff to ensure adequate back-up of clerical support. Maintains work and vacation schedule consistent with State, Department, and Branch needs/policies to ensure adequate office coverage at all times. Approves or denies vacation and sick leave usage and guards against abuse. Completes probationary reports and Individual Development Plans; counsels individual staff on deficiencies; gives recognition for outstanding performances. Initiates and carries out disciplinary action when indicated. Holds regular meetings with clerical staff to discuss work and other related matters.

10% Coordinates with Section Chiefs and Unit Managers on *Network* workload issues, scheduling of meetings, typing of confidential documents, and progress of special assignments. Prepares or delegates the task of drafting of letters and memos for Section Chiefs and Unit Managers. Provides clerical support to the Division, Branch, and other Sections and Programs as needed.

10% Prepares project/workload timelines for staff to follow assesses the skill level of each clerical staff member (i.e. PowerPoint, Excel, Word, GIFTS or various database systems, scheduling, and organizational skills) and assigns projects to those who would be best suited for the task. Assesses workload and attendance for timely completion of assignments. For large conferences and conventions, coordinates multiple assignments among clerical staff (i.e. data entry, merging of data base for table tents, name tags, assembling up to 1000 informational packets, scheduling meetings, conference rooms, generating e-mail correspondence).

Percent of Time Marginal Functions

5% Attends management and unit chief meetings to stay abreast of program issues and priorities in order to better assess and coordinate conflicting assignments. Communicates with Section's technical and professional staff to resolve problems, receive instruction, and/or report on job progress. Performs other duties, assignments and special projects as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (Vacant)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under the general supervision of the Office Services Supervisor II and general direction Public Health Nutrition Consultant III (Supervisor), Chief, of the Community Development Unit A the Office Technician (Typing), (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks with limited supervision. The OT not only supports the Community Development Units A and B, but also fills in for the Section and other units OT's in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a nineteen person multi-disciplinary team in performing a wide variety of administrative functions of the Network for a Healthy California (*Network*). The *Network* is designed to promote healthy eating and physical activity at the local level. The incumbent must demonstrate a high degree of independence and judgment, as well as the ability to work effectively with others. The OT must possess outstanding interpersonal and communications skills in order to fulfill the needs of the Community Development Units and the *Network* as a whole through his/her supports of the Section and other units' OT support staff. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, Access, PowerPoint, GIFTS, Visio, etc.), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under the general supervision of the Office Services Supervisor II and general direction Public Health Nutrition Consultant III (Supervisor), Chief, of the Community Development Unit A.

Supervision Exercised: None

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Performs a variety of the most complex secretarial and general office functions in support of the *Network*, Community Development Units A and B. The OT will be responsible for reviewing and analyzing correspondence prepared by other Community Development Unit staff for the signature of the Section Chief, Program Development Section for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The OT independently creates and maintains databases, composes types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts, tables, graphics, and the packaging and tracking of controlled correspondence for the signature of the Unit Chiefs and the Chief, Program Development Section. The OT will follow established guidelines for the California Department of Public Health (CDPH) in generating assigned documents. Maintains, tracks and monitors all controlled correspondence by the utilization of the *Network's* Document Tracking System.

Percent of Time Essential Functions

30% The incumbent is responsible for entering, tracking, and monitoring of all *Network's* Secretary Action Requests (SARs), Director's Action Requests (DARs), Governor's Action Requests (GARs), Control Correspondence Units (CCUs), Review and Approval Background Forms (RABs), and Review and Approval for Publications (RAPs) data that is entered into the *Network's* Document Tracking System. Receives daily, weekly and monthly reports relating to contracts.

10% Schedules and coordinates travel arrangements both Unit Chiefs and staff. Sets up meetings and sends outmeeting notices. Performs faxes and photocopy tasks for the Unit Chiefs and staff. Arranges staff meetings and prepares meeting agendas and minutes. Works directly with Community Development staff to coordinate and respond to requests for educational materials from contractors, partners, and staff, including brochures, posters, promotional materials and kits from various *Network* campaigns. Maintains a materials inventory tracking system, orders and requests reproduction of materials from vendors. Disseminates materials and information to off-site employees and Local Incentive Awardees (LIAs).

10% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Develops, maintains and applies a high degree of knowledge as to policies and procedures for the *Network's* Cancer Control Branch, Public Health Institute, (PHI) and CDPH. Assists in obtaining information from the Intra-and internet to be used within the program. Complies, formats and edits documents for mass e-mailing using GIFTS software internally and externally.

10% The incumbent is responsible for distributing, collecting, proofreading monthly timekeeping documents for both Community Development Units and ensures all documents are submitted to the Division Attendance Coordinator in a time manner. Distributes, collects, and ensures all NOPAs, MSAs, Range Changes, all Community Development Units' staff's health, dental, direct deposit, probationary reports, etc. are completed properly and submitted to the Division Attendance Coordinator in a timely manner..

Percent of Time Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (B. Rivers)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit

Section
Research and Evaluation

Branch
Cancer Control

Division
Chronic Disease & 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: Under the general supervision of the Office Services Supervisor II and lead direction of the Research Scientist Supervisor II, Chief, Research and Evaluation Section, the Office Technician (OT) is responsible for independently performing a wide variety of the most complex clerical and technical tasks with limited supervision. The OT supports the Section Chief and other Section staff. The OT must possess a high level of initiative, independence, and thoroughness in performing the most complex clerical support functions for the *Network*. Good judgment and the ability to communicate effectively in writing and verbally are necessary. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.) proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under general supervision of the Office Services Supervisor II and lead direction of the Research Scientist Supervisor II, Chief, Research and Evaluation Section.

Supervision Exercised: None

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Performs a variety of the most complex secretarial and general office functions in support of the *Network*, Research and Evaluation Section staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Research and Evaluation staff for the signature of the Section Chief for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The OT independently composes types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts, tables, graphics, and the packaging and tracking of controlled correspondence for the signature of the Section Chief and other Research and Evaluation Section staff. The OT will follow established guidelines for the California Department of Public Health in generating assigned documents. Maintains, updates, tracks and monitors all controlled correspondence by the utilization of the *Network's* Document Tracking System. Tracks completion of required contractor trainings and technical assistance requests from contractors.

Percent of Time	Essential Functions
30%	The incumbent is responsible for entering, tracking, and monitoring of all *Network's* Secretary Action Requests (SARs), Director's Action Requests (DARs), Governor's Action Request (GARs), Control Correspondence Unit (CCUs), Review and Approval Background Forms (RABs), and Review and Approval for Publications (RAPs) data that is entered into the Network Document Tracking System. Enters research data into the EndNote bibliography database. Prepares Institutional Review Board (IRB) packages for IRB review.
10%	Schedules and coordinates travel arrangements for all Section staff. Sets up meetings and sends out meeting notices. Creates meeting agendas. Performs faxes and Xerox tasks for the staff. Arranges staff meetings and prepares meeting agendas and minutes.
10%	Receives and screens telephone calls; uses professional telephone procedures and good judgment and tack when handling calls and inquiries. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the *Network's* Cancer Control Branch, Public Health Institute (PHI) and California Department of Public Health. Assists in obtaining information from the intra-and internet to be used within the program. Conducts informational searches for staff on the U.C. Berkeley online library.
10%	Maintains research reports and archived materials in the storage room for the RES; keeps the RES publication/report order form and inventory current; orders scientific articles; updates and creates bibliography databases for reports and publications.

Percent of Time	Marginal Functions
5%	Provides desk and telephone back-up for other *Network* support staff.
5%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (S. Chinn)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit
Fruit, Vegetable & Physical Activity Campaigns

Section
Policy, Planning and Partnership

Branch
Cancer Control

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: Under the general supervision from the Office Services Supervisor II (General) (OSS II) and lead direction from the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership, the Office Technician (OT) works in a broad spectrum of general off support activities, is responsible for continued coordination and program support functions to meet the needs and objectives assigned to the Fruit, Vegetable, and Physical Activity Campaign (FVPA) targeted programs, which include the *Power Play! Campaign*, *Latino Campaign*, *African American Campaign*, *Retail Program Campaign*, and *Worksite Program Campaign*. The OT will perform a broad range of secretarial and general office duties which require a high level of independence, creativity and initiative relating to operations of the unit. The OT will provide office support to a multi-disciplinary Public Health Institute contract staff.

Supervision Received: Under general supervision from the Office Services Supervisor II (General) (OSS II) and lead direction from the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership.

Supervision Exercised: None

Description of Duties: The OT is responsible for performing a wide variety of the journey level duties which require a high level of initiative, independence, and thoroughness in performing clerical support functions for the *Network.* Good judgment and the ability to communicate effectively in writing and verbally are necessary. Other qualities and skills, the OT must manifest, are dependability, discretion, and knowledge of Microsoft Word, Excel, Outlook.

Percent of Time Essential Functions:

30% Performs a variety of complex secretarial and administrative in support of the Fruit, Vegetables and Physical Activity Campaign (FVPA) staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Fruit, Vegetables and Physical Activity Campaign staff for the signature of both the unit chief and section chief. The OT will ensure all correspondence conforms to format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The Office Technician independently composes, types, proofreads, edits, and formats letters. Memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts, tables, graphics, and the packaging and tracking of controlled correspondence for the signature of the Unit Chief and the Policy, Planning and Partnership Section Chief. The Office Technician will follow establish guidelines for the California Department of Public Health (CDPH) in generating assigned documents. Maintains, updates, tracks and monitors all controlled correspondence by the utilization of the *Network's* Document Tracking System.

Percent of Time Essential Functions:

30% The incumbent is responsible for entering, tracking, and monitoring of all *Network's* Secretary Action Requests (SARs), Director's Action Requests (DARs), Governor's Action Request (GARs), Control Correspondence Unit (CCUs), Review and Approval Background Forms (RABs), and Review and Approval for Publications (RAPs) data that is entered into the Network Document Tracking System. Coordinates the ordering of office supplies for the *Campaign* staff; maintains general program files and resource library; maintains the in-house inventory of *Campaign* consumer and partner materials; works with appropriate *Network* staff to facilitate the distribution of educational materials and promotional items; maintains the materials storage room; and picks up and delivers orders to printers and other vendors, as needed.

20% Meetings/Conferences/Teleconferences: Responsible for scheduling meetings, conference rooms and equipment for staff using Outlook. Responsible for setting up teleconference calls for all staff, posting necessary information on the "G" drive for all meetings and teleconferences. Responsible for the coordination of teleconferences for the eleven Network Collaborative throughout California, multiple times a month. The OT position will participate in special events and travel when necessary to ensure support is available for events and conferences when needed.

10% Schedules and coordinates travel arrangements for Unit Lead and staff. Prepare, edit and proofread in-state travel expense claims for the Network Unit Chief, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Sets up meetings and sends out meeting notices. Creates meeting agendas. Performs faxes and Xerox tasks for the Unit Lead and staff. Arranges staff meetings and prepares meeting agendas and minutes.

5% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling class and inquiries. Provides desk and telephone back-up for other *Network* support staff. Assists in obtaining information from the intra-and internet to be used within the program. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the Network's Cancer Control Branch, Public Health Institute (PHI) and California Department of Public Health (CDPH). Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (C. Florendo)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit
Special Projects and Regional Infrastructure

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease & 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: Under the general supervision of the Office Services Supervisor II and lead direction from the Staff Services Manager I, (SSM I), Chief, Special Projects and Regional Infrastructure, the Office Technician (Typing) (OT (Typing) is responsible for independently performing a wide variety of the most complex clerical and technical tasks with limited supervision. The OT not only supports the Special Projects and Regional Infrastructure Unit, but also fills in for the Section Chief's OT in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to an eight person multi-disciplinary team in performing a wide variety of administrative functions of the Network for a Healthy California *(Network).* The *Network* is designed to promote healthy eating and physical activity at the local level. The OT must possess a high level of initiative, independence, and thoroughness in performing the most complex clerical support functions for the *Network*. Good judgment and the ability to communicate effectively in writing and verbally are necessary. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.) proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under the general supervision of the Office Services Supervisor II and lead direction from the Staff Services Manager I, (SSM I), Chief, Special Projects and Regional Infrastructure.

Description of Duties: Please see detailed description of the duties below.

Percent of Time Essential Functions:

30% Performs a variety of the most complex secretarial and general office functions in support of the *Network*, Special Projects and Regional Infrastructure Unit staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Special Projects and Regional Infrastructure Research unit staff for the signature of both the unit chief and section chief. The OT will ensure all correspondence conforms to format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The Office Technician independently composes types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts, tables, graphics, and the packaging and tracking of controlled correspondence for the signature of the Unit Chief and the Administrative Operations Section, Section Chief. The Office Technician will follow established guidelines for the California Department of Public Health in generating assigned documents. Maintains, updates, tracks and monitors all controlled correspondence by the utilization of the *Network's* Document Tracking System. Tracks completion of required contractor trainings and technical assistance requests from contractors.

Percent of Time Essential Functions:

30% Assists professional staff in extracting program information from multiple sources and preparing drafts of RFAs and RFPs. Responsible for editing, formatting and working with the Reprographics Department in making multiple copies. Ensures proper addressing for all mail-outs for all RFAs and RFPs are completed in a timely manner. The incumbent is responsible for entering, tracking, and monitoring of all *Network's* Secretary Action Requests (SARs), Director's Action Requests (DARs), Governor's Action Request (GARs), Control Correspondence Unit (CCUs), Review and Approval Background Forms (RABs), and Review and Approval for Publications (RAPs) data that is entered into the Network Document Tracking System.

20% Responsible for scheduling meetings, conference rooms and equipment for staff using Outlook. Responsible for setting up teleconference calls for all staff, posting necessary information on the "G" drive for all meetings and teleconferences. Responsible for the coordination of teleconferences for the eleven Network Collaborative throughout California, multiple times a month. The OT position will participate in special events and travel when necessary to ensure support is available for events and conferences when needed.

10% Schedules and coordinates travel arrangements for Unit Lead and staff. Sets up meetings and sends out meeting notices. Creates meeting agendas. Performs faxes and Xerox tasks for the Unit Lead and staff. Arranges staff meetings and prepares meeting agendas and minutes.

5% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling class and inquiries. Provides desk and telephone back-up for other *Network* support staff. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the Network's Cancer Control Branch, Public Health Institute (PHI) and California Department of Public Health (CDPH). Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (R. Riley)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease & 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: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Staff Services Manager II (SSM II), Chief, Administrative Operations Section (AOS), the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. The OT not only supports the Section Chief, but also fills in for the other Section's Chief's OT's in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions of the *Network for a Healthy California* (*Network*). The *Network* is designed to promote healthy eating and physical activity at the local level. Accordingly, the OT must exhibit an ability to adapt to changing priorities and learn the procedures and protocols required to address the situation at hand. The incumbent must demonstrate a high degree of independence and judgment, as well as the ability to work effectively with others. The OT must possess outstanding interpersonal and communications skills in order to fulfill the needs of the AOS Chief, and the Network as a whole through his/her supports of the other Section Chief's OT support staff. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Staff Services Manager II (SSM II), Chief, Administrative Operations Section (AOS).

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Reviews incoming correspondence and assignments addressed to the AOS to determine whether the Section Chief's personal attention is required, or make the appropriate referrals for reply. Arranges correspondence and assignments for the Section Chief in order of priority. The OT will be responsible for reviewing and analyzing correspondence prepared by other *Network* staff for the signature of the AOS Chief and Manager's for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The OT independently composes, types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts and the packaging and tracking of controlled correspondence for the signature of the AOS Chief and AOS Managers. These state documents include: Requests for Applications (RFAs), Requests for Proposals (RFPs), Secretary's Action Requests (SARs), Governor's Office Action Requests (GOARs), Division Action Requests (DARs), legislative concepts, legislative bill analysis, budgets change concepts, budget change proposals utilizing Microsoft Office. The OT will follow established guidelines for the California Department of Public Health in generating assigned documents. On an on-going basis, assists the Section Chief in retrieving selected notes/files as needed, in order to prioritze and track assignments. Follows up with other AOS Managers and Chiefs to assure completion by due date and advises Assistant Branch Chief and Branch on assignment status. Tracks and maintains *Network* assignments assigned to the AOS Chief and staff. Monitors and maintains files for AOS and other correspondence. Creates, maintains and updates electronic spreadsheets or databases for the AOS Chief and managers, and generates special reports and lists from the databases upon request.

Percent of Time	Essential Functions
30%	Provides clerical support to the Section Chief. Prepares draft and final copy of various documents, including letters, memos, reports, GOARs, SARs, DARs, Correspondence Control, training requests, travel requests, etc. Reviews and edits correspondence or documents for proper grammatical content, punctuation, spelling and format, to ensure that correspondence adheres to state policy and procedures. Creates and maintains databases, spreadsheets, charts, tables and graphs with current information as needed by the Section Chief. Receives daily, weekly and monthly reports relating to contracts and fiscal. The OT assists the AOS Chief, managers and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate, and track. Reviews contractor's administrative fiscal doucments to verify that required technical information is accurate and completed and to verify compliance with Network policies and procedures. Exercises a high degree of initiative and independent judgment on complex inquiries when responding to contractor's calls and emails for technical assistance and provides factual information to inquiries in order to complete assignments, as necessary, before forwarding on to AOS staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture (USDA's)policies and procedures. The OT will work with the reprograhics department in making multiple copies when requested.
20%	Maintains the Section Chief's calendar. Sets up meetings and sends out meeting notices. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Performs faxes and Xerox tasks for the Section Chief. Schedules and coordinates travel arrangements for the AOS Chief, managers and their staff. The OT coordinates scheduling calendar of appointments for the AOS Manager. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists AOS staff by scheduling and coordinating travel arrangements by working with travel agencies during flight times, locations and care reservations in accordance with DPA policies. Prepares, edits and proofreads in-state travel expense claims for the Network AOS Chief and managers, including compiling data on their itineraries and travel expenses; coordinates travel expense reinbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the *Network* "G" drive. Processes timesheets for the AOS Chief and managers within established timelines. Schedules meetings for large conference rooms for AOS Chief and managers. The OT participates in special events and travel when necessary to ensure support is available during the event and conferences when needed.
10%	Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the *Network* Cancer Control Branch, Public Health Institue (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time	Marginal Functions
5%	Provide desk and telephone back-up for other Network support staff.
5%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (M. Marez)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services Unit

Section
Administrative Operations Section

Branch
Cancer 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: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit (AFSU), the Office Technician (OT) working in a broad spectrum of general office support activities, is responsible for the continued coordination and program support functions to meet the needs and objectives assigned to AFSU. The incumbent performs a broad range of secretarial and general office duties which require a high level of independence, creativity and initiative relating to the operations of GIFTS, Personnel, and Time and Attendance for the AFSU. The Office Technician will provide office support to a multi-disciplinary administrative and fiscal services team of seven (7) professional staff.

Supervision Received: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Staff Services Manager I (SSM I), Chief, Administrative and Fiscal Services Unit (AFSU).

Supervision Exercised: None

Description of Duties: The OT is responsible for performing a wide variety of the journey level duties which require a high level of initiative, independence, and thoroughness in performing clerical support functions for the *Network.* Good judgment and the ability to communicate effectively in writing and verbally are necessary. Other qualities and skills, c must manifest, are dependability, discretion, and knowledge of Microsoft Word, Excel, Outlook and the *Network's* GIFTS system.

Percent of Time Essential Functions:

25% Performs a variety of complex secretarial and general office functions in support of the *Network*, Administrative and Fiscal Services Unit staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Administrative and Fiscal Services staff for the signature of the Chief, Administrative and Fiscal Services Unit for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The Office Technician independently composes, types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts and the packaging and tracking of controlled correspondence for the signature of the Chief, Administrative and Fiscal Services Unit. The Office Technician will follow established guidelines for the California Department of Public Health in generating assigned documents.

20% Sorts and files encumbering memos for the Network accounting team. Prepares new contract labels and hanging files and files copy of new contract agreement in accounting storage cabinet. Assists the Management Services Technician (MST) with contract close outs. This includes verifying that there is a close out checklist attached to the contract file and a checklist is completed by both the Contract

Manager (CM) and the Program Manager (PM). Close out the hard copy contracts which includes

Percent of Time Essential Functions:

receiving contract files from PM and CM, purging and discarding duplicate and unnecessary documents and then merge the two files. Maintain the contract folder storage room. Ensure required documents are in final file per USDA regulations for possible USDA audit. Prepare upcoming contract hard copy file folders for contract and program managers. Request contract numbers from CMU and assign contract numbers to the contracts at the beginning of funding periods. Create close out logs. Update close out logs. Three years after the contract release date, prepare contract files to send to State Warehouse to be stored for four years and then destroyed.

15% Provides general office support services to the *Network* Personnel Liaison. Schedules interviews, reserves rooms for interviews, notifies the security desk of interview dates and escorts interview candidates to the interview. Prepares interview packets. Formats and edits personnel documents that are prepared for recruitment of new hires including duty statements, job announcements, justifications, offer and regret letters, and organization charts. Scans various recruitment documents for entering into OASIS. Assists the *Network* Personnel Liaison with collecting all interview scoring documents and enters scores into a scoring summary chart. Assists the Personnel Liaison with opening mail and screening applications for eligibility.

15% Acts as the time and attendance coordinator for the *Network*. Responsibilities include coordinating the collection and processing of timesheets and forwarding to Division Attendance Coordinator for input into OASIS. Coordinates the collection of semi-annual certification of activity forms from Network staff.

10% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Provides desk and telephone back-up for other *Network* support staff. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the Cancer Control Branch, Public Health Institute (PHI), and California Department of Public Health. Assists in obtaining information from the intra-and internet to be used within the program.

10% Provides clerical support services to the Office Operations Coordinator (OOC). Duties include assisting the OOC with the Network's annual out-of-state travel blanket, furniture and equipment acquisition, transferring obsolete furniture and equipment to the warehouse, preparing floor plans and space charts, assists with office moves, ordering telephone lines, and computer workstations. Assists the MST with implementing and maintaining the Network Records Retention Schedule. Send reports to Division for approval. Coordinate transfers of files to State Archives or the Department warehouse.

Percent of Time Marginal Functions

5% Attends meetings, trainings and performs other duties as required.

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Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (K. Druse)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit
Program Compliance Review Team

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease & 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: Under the general supervision of the Office Services Supervisor II and lead direction from the Health Program Manager I (HPM I), Chief, Program Compliance Review Team, the Office Technician (Typing) (OT (Typing) is responsible for independently performing a wide variety of the most complex clerical and technical tasks with limited supervision. The OT not only supports the Program Compliance Review Team, but also fills in for the Section Chief's OT in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a six person multi-disciplinary team in performing a wide variety of administrative functions of the Network for a Healthy California *(Network).* The *Network* is designed to promote healthy eating and physical activity at the local level. The OT must possess a high level of initiative, independence, and thoroughness in performing the most complex clerical support functions for the *Network*. Good judgment and the ability to communicate effectively in writing and verbally are necessary. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.) proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under the general supervision of the Office Services Supervisor II and lead direction from the Health Program Manager I (HPM I), Chief, Program Compliance Review Team.

Description of Duties: Please see detailed description of the duties below.

Percent of Time	Essential Functions
30%	Performs a variety of the most complex secretarial and general office functions in support of the *Network*, Program Compliance Review Team staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Program Compliance Review Team unit staff for the signature of both the unit chief and section chief. The OT will ensure all correspondence conforms to format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The Office Technician independently composes types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts, tables, graphics, and the packaging and tracking of controlled correspondence for the signature of the Unit Chief and the Administrative Operations Section, Section Chief. The Office Technician will follow established guidelines for the California Department of Public Health in generating assigned documents. Maintains, updates, tracks and monitors all controlled correspondence by the utilization of the *Network's* Document Tracking System. Tracks completion of required contractor trainings and technical assistance requests from contractors.

Percent of Time	Essential Functions
30%	Assists in the coordination responsibilities of the input and maintenance of contractor data into the GIFTS database. The OT is responsible for preparing reports from the Grant Information and Fiscal Tracking System (GIFTS) database for Network Program Compliance Review Team Unit Chief. This involves entering key contractor data from the program compliance review team unit staff. Assists with gathering program compliance data tracked in the GIFTS database. Provides the data items to the GIFTS Database Administrator for development and inclusion in the GIFTS database. Identifies reporting requirements and any enhancements for GIFTS. The OT is responsible for compiling this information and providing these specifications to the GIFTS Database Administrator and Information Specialist for development. The incumbent is responsible for entering, tracking, and monitoring of all *Network's* Secretary Action Requests (SARs), Director's Action Requests (DARs), Governor's Action Request (GARs), Control Correspondence Unit (CCUs), Review and Approval Background Forms (RABs), and Review and Approval for Publications (RAPs) data that is entered into the Network Document Tracking System.
20%	Responsible for scheduling meetings, conference rooms and equipment for staff using Outlook. Responsible for setting up teleconference calls for all staff, posting necessary information on the "G" drive for all meetings and teleconferences. Responsible for the coordination of teleconferences for the eleven Network Collaborative throughout California, multiple times a month. The OT position will participate in special events and travel when necessary to ensure support is available for events and conferences when needed.
10%	Schedules and coordinates travel arrangements for Unit Lead and staff. Prepare, edit and proofread in-state travel expense claims for the Network Unit Chief, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Sets up meetings and sends out meeting notices. Creates meeting agendas. Performs faxes and Xerox tasks for the Unit Lead and staff. Arranges staff meetings and prepares meeting agendas and minutes.
5%	Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling class and inquiries. Provides desk and telephone back-up for other *Network* support staff. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the Network's Cancer Control Branch, Public Health Institute (PHI) and California Department of Public Health (CDPH). Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time	Marginal Functions
5%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (A. Aguilar)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease & 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: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Staff Services Manager II (SSM II), Chief, Program Development Section (PDS), the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. The OT not only supports the Section Chief, but also fills in for the other Section's Chief's OT's in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions of the Network for a Healthy California (*Network*). The *Network* is designed to promote healthy eating and physical activity at the local level. Accordingly, the OT must exhibit an ability to adapt to changing priorities and learn the procedures and protocols required to address the situation at hand. The incumbent must demonstrate a high degree of independence and judgment, as well as the ability to work effectively with others. The OT must possess outstanding interpersonal and communications skills in order to fulfill the needs of the PDS Chief, and the Network as a whole through his/her supports of the other Section Chief's OT support staff. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Staff Services Manager II (SSM II), Chief, Program Development Section (PDS).

Description of Duties: See below.

Percent of Time **Essential Functions**

30% Reviews incoming correspondence and assignments addressed to the PDS to determine whether the Section Chief's personal attention is required, or make the appropriate referrals for reply. Arranges correspondence and assignments for the Section Chief in order of priority. The OT will be responsible for reviewing and analyzing correspondence prepared by other *Network* staff for the signature of the PDS Chief for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The OT independently composes, types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts and the packaging and tracking of controlled correspondence for the signature of the PDS Chief. These state documents include: Requests for Applications (RFAs), Requests for Proposals (RFPs), Secretary's Action Requests (SARs), Governor's Office Action Requests (GOARs), Division Action Requests (DARs), legislative concepts, legislative bill analysis, budgets change concepts, budget change proposals utilizing Microsoft Office. The OT will follow established guidelines for the California Department of Public Health (CDPH) in generating assigned documents. On an on-going basis, assists the Section Chief in retrieving selected notes/files as needed, in order to prioritze and track assignments. Follows up with other Chiefs to assure completion by due date and advises Assistant Branch Chief and Branch on assignment status. Tracks and maintains *Network* assignments assigned to the PDS Chief and staff. Monitors and maintains files for PDS and other correspondence. Creates, maintains and updates electronic spreadsheets or databases for the PDS Chief and generates special reports and lists from the databases upon request.

Percent of Time Essential Functions:

30% Provides clerical support to the Section Chief. Prepares draft and final copy of various documents, including letters, memos, reports, GOARs, SARs, DARs, Correspondence Control, training requests, travel requests, etc. Reviews and edits correspondence or documents for proper grammatical content, punctuation, spelling and format, to ensure that correspondence adheres to state policy and procedures. Creates and maintains databases, spreadsheets, charts, tables and graphs with current information as needed by the Section Chief. Receives daily, weekly and monthly reports relating to contracts and fiscal. The OT assists the PSD Chief and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate, and track. Reviews contractor's administrative fiscal doucments to verify that required technical information is accurate and completed and to verify compliance with Network policies and procedures. Exercises a high degree of initiative and independent judgment on complex inquiries when responding to contractor's calls and emails for technical assistance and provides factual information to inquiries in order to complete assignments, as necessary, before forwarding on to PDS staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture (USDA's) policies and procedures. The OT will work with the reprograhics department in making multiple copies when requested.

20% Maintains the Section Chief's calendar. Sets up meetings and sends out meeting notices. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Performs faxes and Xerox tasks for the Section Chief. Schedules and coordinates travel arrangements for the PSD Chief and the staff. The OT coordinates scheduling calendar of appointments for the PDS Manager. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists PDS staff by scheduling and coordinating travel arrangements by working with travel agencies during flight times, locations and care reservations in accordance with DPA policies. Prepares, edits and proofreads in-state travel expense claims for the *Network* PDS Chief including compiling data on their itineraries and travel expenses; coordinates travel expense reinbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the *Network* "G" drive. Processes timesheets for the PDS Chief and staff within established timelines. Schedules meetings for large conference rooms for PDS Chief and staff. The OT participates in special events and travel when necessary to ensure support is available during the event and conferences when needed.

10% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the *Network* Cancer Control Branch, Public Health Institue (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time Marginal Functions

5% Provide desk and telephone back-up for other Network support staff.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (Vacant)	580-310-1139-905

COI Classification
☐ Yes ☒ No

Unit

Section
Policy, Planning and Partnership

Branch
Cancer Control Branch

Division
Chronic Disease & 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: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership Section, (PPES), the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. The OT not only supports the Section Chief, but also fills in for the other Section's Chief's OT's in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions of the *Network for a Healthy California* (*Network*). The *Network* is designed to promote healthy eating and physical activity at the local level. Accordingly, the OT must exhibit an ability to adapt to changing priorities and learn the procedures and protocols required to address the situation at hand. The incumbent must demonstrate a high degree of independence and judgment, as well as the ability to work effectively with others. The OT must possess outstanding interpersonal and communications skills in order to fulfill the needs of the PPES Chief, and the Network as a whole through his/her supports of the other Section Chief's OT support staff. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under the general supervision of the Office Services Supervisor II (OSS II) and lead direction from the Health Program Manager II (HPM II), Chief, Policy, Planning and Partnership Section (PPES).

Description of Duties: See below.

Percent of Time **Essential Functions**

30% Reviews incoming correspondence and assignments addressed to the PPES to determine whether the Section Chief's personal attention is required, or make the appropriate referrals for reply. Arranges correspondence and assignments for the Section Chief in order of priority. The OT will be responsible for reviewing and analyzing correspondence prepared by other *Network* staff for the signature of the PPES Chief and Manager's for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The OT independently composes, types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts and the packaging and tracking of controlled correspondence for the signature of the PPES Chief and PPES Managers. These state documents include: Requests for Applications (RFAs), Requests for Proposals (RFPs), Secretary's Action Requests (SARs), Governor's Office Action Requests (GOARs), Division Action Requests (DARs), legislative concepts, legislative bill analysis, budgets change concepts, budget change proposals utilizing Microsoft Office. The OT will follow established guidelines for the California Department of Public Health in generating assigned documents. On an on-going basis, assists the Section Chief in retrieving selected notes/files as needed, in order to prioritze and track assignments. Follows up with other PPES Managers and Chiefs to assure completion by due date and advises Assistant Branch Chief and Branch on assignment status. Tracks and maintains *Network* assignments assigned to the PPES Chief and staff. Monitors and maintains files for PPES and other correspondence. Creates, maintains and updates electronic spreadsheets or databases for the PPES Chief and managers, and generates special reports and lists from the databases upon request.

Percent of Time	Essential Functions
30%	Provides clerical support to the Section Chief. Prepares draft and final copy of various documents, including letters, memos, reports, GOARs, SARs, DARs, Correspondence Control, training requests, travel requests, etc. Reviews and edits correspondence or documents for proper grammatical content, punctuation, spelling and format, to ensure that correspondence adheres to state policy and procedures. Creates and maintains databases, spreadsheets, charts, tables and graphs with current information as needed by the Section Chief. Receives daily, weekly and monthly reports relating to contracts and fiscal. The OT assists the PPES Chief, managers and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate, and track. Reviews contractor's administrative fiscal doucments to verify that required technical information is accurate and completed and to verify compliance with Network policies and procedures. Exercises a high degree of initiative and independent judgment on complex inquiries when responding to contractor's calls and emails for technical assistance and provides factual information to inquiries in order to complete assignments, as necessary, before forwarding on to PPES staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture (USDA's)policies and procedures. The OT will work with the reprograhics department in making multiple copies when requested.
20%	Maintains the Section Chief's calendar. Sets up meetings and sends out meeting notices. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Performs faxes and Xerox tasks for the Section Chief. Schedules and coordinates travel arrangements for the PPES Chief, managers and their staff. The OT coordinates scheduling calendar of appointments for the PPES Manager. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists PPES staff by scheduling and coordinating travel arrangements by working with travel agencies during flight times, locations and care reservations in accordance with DPA policies. Prepares, edits and proofreads in-state travel expense claims for the Network PES Chief and managers, including compiling data on their itineraries and travel expenses; coordinates travel expense reinbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the *Network* "G" drive. Processes timesheets for the PPES Chief and managers within established timelines. Schedules meetings for large conference rooms for PPES Chief and managers. The OT participates in special events and travel when necessary to ensure support is available during the event and conferences when needed.
10%	Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the *Network* Cancer Control Branch, Public Health Institue (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time	Marginal Functions
5%	Provide desk and telephone back-up for other Network support staff.
5%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant II (M. Kmetz) (.60 FTE)	580-310-2162-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under the general supervision of the Public Health Nutrition Consultant III (Supervisor, Chief, Community Development Unit A, the Public Health Nutrition Consultant II (PHNC II) is responsible for providing complex nutrition and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the Network for a Healthy California *(Network).* Working in collaboration with the Public Health Nutrition Consultant III (Supervisory) and other members of a multi-disciplinary team, the PHNC II will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating and physical activity. The PHNC II will participate in the annual review and approval of in-kind contributions and work scopes and/or budgets submitted by specific Local Incentive Awardees (e.g. local health departments, low-resource school districts, American Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding.

Supervision Received: Under the general supervision of the Public Health Nutrition Consultant III (Supervisor, Chief, Community Development Unit A.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' in-kind contributions and matching funds work scopes regarding local strategies for promoting nutrition education and physical activity. Monitoring and provides technical assistance to low-resource school districts, Individual tribal organization, local health department, and other public entities. Monitoring activities include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, visit reports, reviewing and processing scope of work amendments. Development and evaluations program standards, policies and procedures, and monitors application of the state and federal standards. The position is responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Conducts regional contractor training, participates for the annual social marketing conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the fields of social marketing and nutrition. Provides technical assistance and support to *Network* regional lead agency in the regional where contractors are located.

Percent of Time Essential Functions:

20% Completes the *Network's* interim and final progress reports submitted to the United States Department of Agriculture (USDA) annually. In cooperation with the Community Development team, Marketing Director, and *Network* partners, contributes along with other team members to the development and finalizing of the annual state plan forwarded to USDA for approval. Maintains communication and collaboration with members of the *Network* Statewide Collaborative, African America Task Force, and Food Security Task Force. Participates in California Department of Public Health (CDPH) internal workgroups and committees addressing community nutrition, physical activity and food security.

15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Prepares Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

10% Participates in the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition and/or physical activity communications and interventions. Works with Research and Evaluation Unit staff to finalize the completion, analysis, and interpretation of evaluative data from local projects.

10% Prepares a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.

Percent of Time Marginal Functions:

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (C. Bilbrey)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time	Essential Functions:
30%	In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (S. Fagin)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time **Essential Functions:**

30% In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (K. Ratcliff)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time	Essential Functions:
30%	In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time	Essential Functions:
30%	In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time	Essential Functions:
30%	In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time **Essential Functions:**

30% In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time **Essential Functions:**

30% In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

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: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A, the Public Health Nutrition Consultant III (Specialist) (PHNC III, Specialist) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve health eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III (Specialist) will provide *Network* leadership with state and local public sector partners, health-related voluntary and non profit organizations; assist with collection of state share funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including with the media. The PHNC III (Specialist) will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit A.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time **Essential Functions:**

30% In cooperation with the Community Development Team, provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' (LIA) state share contributions and matching funds scopes of work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities includes: providing technical assistance on nutrition program planning, implementation, and evaluation, conducting site visits, preparing

site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.

15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.

15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.

10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.

10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) - Bilingual (M. Perez)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Regional Operations and Training Unit

Section
Program Development Section

Branch
Cancer 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: Under the general direction of the Health Program Manager II, Chief, Program Development Section, the Public Health Nutrition Consultant III (PHNC III) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve healthy eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to the *Network's* eleven Regional Network contractors. The PHNC III (Specialist) will provide *Network* leadership with state and regional collaborative public sector partners, health related voluntary and non-profit organizations; assist with planning and implementation of the annual state plan submitted to United States Department of Agriculture (USDA); and serve as a departmental spokesperson for the *Network*, including the media. The PHNCII will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts. This position is Bilingual in Spanish.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section.

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	Provides expertise in the review, approval, and monitoring of Regional Network contracts and work scopes regarding regional strategies, as well as for promotion nutrition education and physical activity. Monitoring activities will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Provides nutrition related expertise in review of regional materials. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. Provides leadership for individual staff who work with Regional Networks. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network*. Assists with training classes and conference for *Network* partners, along with ongoing technology transfer of information related to the field of social marketing.

Percent of Time	Essential Functions
20%	Maintains the scientific currency of the *Network's* consumer and intervention research base, ensuring proper linkages to appropriate and culturally competent communications and educational materials. Formulates appropriate policies and interventions, including partner and contractor communications, and informs materials development, including leading a multi-disciplinary team performing review, translation, and evaluation of a large variety of Spanish language nutrition education materials including, but not limited to: brochures, flyers, posters, press releases and advisories, and advertisements.
15%	In cooperation with other *Network* staff, assists with the completion of the annual *Network* state plan submitted to USDA and progress reports; participates in the preparation of progress and final reports for funding agencies.
10%	Provides expertise on appropriate evaluation processes for assessing the effectiveness of Regional Networks, including relevant appropriate process and outcome measures and relevant data collection systems. Works with the *Network's* Research and Evaluation Unit to ensure appropriate regional data is collected and for required *Network* reports.
10%	Develops the Technical portions of the departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to Network consumers and intermediaries.
10%	Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentation, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time	Marginal Functions
5%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) - (J. Richardson)	580-310-2166-905

COI Classification
☒ Yes ☐ No

Unit
Regional Operations and Training Unit

Section
Program Development Section

Branch
Cancer 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: Under the general direction of the Health Program Manager II, Chief, Program Development Section, and lead direction of the Health Program Specialist II (HPS II), the Public Health Nutrition Consultant III (PHNC III) is responsible for a full range of advanced technical and administrative services related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the Network for a Healthy California *(Network).* The PHNC III (Specialist) will maintain the scientific integrity of the *Network's* social marketing interventions to achieve healthy eating and physical activity behavior change in lower income population segments; oversee the technical content of materials produced by the *Network*; and provide consultation, technical assistance, and training to the *Network's* eleven (11) Regional Network contractors. The PHNC III will provide *Network* leadership with state and regional public sector partners, health related voluntary and non-profit organizations; assist with collection of in-kind funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the *Network*, including the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for *Network* activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

Supervision Received: Under the general direction of the Health Program Manager II, Chief, Program Development Section and lead direction from the Health Program Specialist II (HPS II).

Supervision Exercised: None.

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	Provides nutrition-related expertise in the review, approval, and monitoring of Local Incentive Awardees' in-kind contributions and matching funds, work scopes regarding regional strategies, Regional Nutrition Network contracts, as well as the promotion of nutrition education and physical activity. Monitoring activities will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. Provides leadership for individual staff who work with Regional Networks. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network*. Assists with training classes and conference for *Network* partners, along with ongoing technology transfer of information related to the field of social marketing.

Percent of Time	Essential Functions
20%	Maintains the scientific currency of the *Network's* consumer and intervention research base, ensuring proper linkages to appropriate and culturally competent communications and educational materials. Formulates appropriate policies and interventions, including partner and contractor communications, and informs materials development, including communication with partners and contractors and *Network* advisory groups.
15%	In cooperation with other *Network* staff, assists with the completion of the annual *Network* state plan submitted to USDA and progress reports; participates in the preparation of progress and final reports for funding agencies.
10%	Oversees the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies and evaluations and research projects dealing with nutrition and/or physical activity communications and interventions conducted at the community level.
10%	Develops the technical portions of the departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.
10%	Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentation, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

Percent of Time	Marginal Functions
5%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Supervisor) (A. Delisio)	580-310-2161-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer 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: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Development Section, the Public Health Nutrition Consultant III, Supervisor (PHNC III) plans, organizes, directs, and supervises the work of the multidisciplinary professional and technical staff of the Community Development Unit (CDU) B. The PHNC III guides the staff to ensure that the Network for a Healthy California (Network) community programs are conducted in accordance with federal United States Department of Agriculture (USDA) guidance. This includes planning for performance monitoring, technical assistance, and training approximately 100 local, public, and private non-profit agencies contracted to provide nutrition education/physical activity services. The PHNC III will provide Network leadership with partners in state and local government, voluntary agencies, and other organization, including businesses and foundations assist, identify in-kind matching funds from public entities through the USDA federal-financial participation; assist with planning and implementation of the annual state plan submitted to USA; assist in producing semi-annual and annual progress reports; and serve as a departmental spokesperson for the Network, including the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subventions contracts, Interagency Agreements/Memorandums of Understanding, and competitive, contracts.

Supervision Received: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Development Section.

Supervision Exercised: Supervises five (5) Public Health Nutrition Consultant IIIs; one (1) Health Program Specialist I; two (2) Associate Health Program Advisors (1) Management Services Technician (MST), and one (1) Health Educator/contract staff.

Description of Duties: See below.

Percent of Time **Essential Functions:**

35% Directs the work of the Community Development staff by providing technical assistance, consultation, and monitoring to Local Incentive Awards and special projects. Leads in the development of criteria, procedures, and schedules for site visits to specific agencies, prioritizes assignments as needed, prepares semi-annual progress reports to USDA, and other funding sources. Oversees the annual review, approval, and monitoring of Local Incentive Awardees' contracts (includes in-kind contributions and the subsequent matching-funds scopes of work and budgets) regarding local strategies for promotion nutrition education and physical activity. Oversees the monitoring, technical assistance, and evaluation oversight provided to channel-specific public entities (e.g., school districts, local health departments, county offices of education, colleges, universities, city governments) and other public entities as required.

Percent of Time Essential Functions:

Monitoring activities will include overseeing: technical assistance on nutrition program planning and evaluation, contract negotiations, programmatic site visits, site visit reports, scope of work amendments, program standards, and policies and procedures per USDA federal guidelines. Provides quarterly reports to management on completion status to local contractors on contract negotiations (approval and revisions of local contractor's scopes of work), site visits, technical assistant, and review of progress reports.

20% Oversees the development and implementation of technical assistance and evaluation tools, monitors the application of state standards and oversees the issuance of RFAs. Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to Network consumers and intermediaries. Establishes and monitors standard procedures for the investigation of complaints from local contractors and prepares recommendations to management regarding appropriate action to resolve and prevent similar problems. Oversees the development, submission, and approval of the CDU section of the Network's USDA annual plan and annual progress report.

10% Coordinates with the Communications Units regarding seasonal promotions, communication/advocacy training programs contractors at the regional level and the annual social marketing conference.

10 % Oversees the planning and conduct of regular meetings and periodic trainings with community development and administrative staff to provide uniform information and interpretation regarding new or changes in policies, procedures, or other requirements for Local Incentive Awardees and epical projects.

10 % Meets regularly and coordinated with the Administrative and Fiscal Services Unit to ensure timely review and evaluation of Letters of Intent for USDA funding and contract negotiations. Provides input on contractor's requests for line-term transfers and makes recommendations regarding expenditures as appropriate. Coordinates with the Administrative and Policy units in relation to local agency requirements and ensures CDU staff follows up to implement the determined Network policy priorities.

10 % Participates in management meetings, provides input on community development activities, and assists in the implementation of Network goals and objectives. Assist as needed with the development, submission, and approval of the Network's USDA annual plan and progress report. Participates in the recruitment, selection, placement, and training of community development staff; determines training needs and recommends staff development activities; interprets and enforces department policy with respect to Equal Employment Opportunity requirements; and evaluates staff performance.

Percent of Time Marginal Functions

5 % Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Supervisor) (S. Mattingly)	580-310-2161-905

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development Section

Branch
Cancer 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: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Development Section, the Public Health Nutrition Consultant III, Supervisor (PHNC III) plans, organizes, directs, and supervises the work of the multidisciplinary professional and technical staff of the Community Development Unit (CDU) A. The PHNC III guides the staff to ensure that the Network for a Healthy California (Network) community programs are conducted in accordance with federal United States Department of Agriculture (USDA) guidance. This includes planning for performance monitoring, technical assistance, and training approximately 100 local, public, and private non-profit agencies contracted to provide nutrition education/physical activity services. The PHNC III will provide Network leadership with partners in state and local government, voluntary agencies, and other organization, including businesses and foundations assist, identify in-kind matching funds from public entities through the USDA federal-financial participation; assist with planning and implementation of the annual state plan submitted to USA; assist in producing semi-annual and annual progress reports; and serve as a departmental spokesperson for the Network, including the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subventions contracts, Interagency Agreements/Memorandums of Understanding, and competitive, contracts.

Supervision Received: Under the general direction of the Health Program Manager II (HPM II), Chief, Program Development Section.

Supervision Exercised: Supervises one (1) Public Health Nutrition Consultant II; three (3) Public Health Nutrition Consultant IIIs; one (1) Health Education Consultant; one (1) Management Services Technician (MST), and provides lead direction to one (1) Office Technician (Typing) and two (2) Health Educator/contract staff.

Description of Duties: See below.

Percent of Time **Essential Functions:**

35% Directs the work of the Community Development staff by providing technical assistance, consultation, and monitoring to Local Incentive Awards and special projects. Leads in the development of criteria, procedures, and schedules for site visits to specific agencies, prioritizes assignments as needed, prepares semi-annual progress reports to USDA, and other funding sources. Oversees the annual review, approval, and monitoring of Local Incentive Awardees' contracts (includes in-kind contributions and the subsequent matching-funds scopes of work and budgets) regarding local strategies for promotion nutrition education and physical activity. Oversees the monitoring, technical assistance, and evaluation oversight provided to channel-specific public entities (e.g., school districts, local health departments, county offices of education, colleges, universities, city governments) and other public entities as required.

Percent of Time Essential Functions:

Monitoring activities will include overseeing: technical assistance on nutrition program planning and evaluation, contract negotiations, programmatic site visits, site visit reports, scope of work amendments, program standards, and policies and procedures per USDA federal guidelines. Provides quarterly reports to management on completion status to local contractors on contract negotiations (approval and revisions of local contractor's scopes of work), site visits, technical assistant, and review of progress reports.

20% Oversees the development and implementation of technical assistance and evaluation tools, monitors the application of state standards and oversees the issuance of RFAs. Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to Network consumers and intermediaries. Establishes and monitors standard procedures for the investigation of complaints from local contractors and prepares recommendations to management regarding appropriate action to resolve and prevent similar problems. Oversees the development, submission, and approval of the CDU section of the Network's USDA annual plan and annual progress report.

10% Coordinates with the Communications Units regarding seasonal promotions, communication/advocacy training programs contractors at the regional level and the annual social marketing conference.

10 % Oversees the planning and conduct of regular meetings and periodic trainings with community development and administrative staff to provide uniform information and interpretation regarding new or changes in policies, procedures, or other requirements for Local Incentive Awardees and epical projects.

10 % Meets regularly and coordinated with the Administrative and Fiscal Services Unit to ensure timely review and evaluation of Letters of Intent for USDA funding and contract negotiations. Provides input on contractor's requests for line-term transfers and makes recommendations regarding expenditures as appropriate. Coordinates with the Administrative and Policy units in relation to local agency requirements and ensures CDU staff follows up to implement the determined Network policy priorities.

10 % Participates in management meetings, provides input on community development activities, and assists in the implementation of Network goals and objectives. Assist as needed with the development, submission, and approval of the Network's USDA annual plan and progress report. Participates in the recruitment, selection, placement, and training of community development staff; determines training needs and recommends staff development activities; interprets and enforces department policy with respect to Equal Employment Opportunity requirements; and evaluates staff performance.

Percent of Time Marginal Functions

5 % Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Program Technician II (A. Baxter)	580-310-9928-905

COI Classification
☐ Yes ☒ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

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: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit, the the Program Technician II (PT II) is responsible for entering and maintaining data into the Grant Information and Fiscal Tracking System (GIFTS) database for the Network for a Healthy California (*Network*). Enters key contract data into GIFTS, updates and maintains the GIFTS budget module, email distribution lists and other lists as needed. Tracks and monitors contract packaging, contractor equipment purchases and encryption and virus protection software, desk and site reviews and the Nonprofit Incentive Award (NIA) funding application process.

Supervision Received: Under the general supervision of the Staff Services Manager I (SSM I), Chief, Special Projects & Regional Infrastructure Unit.

Supervision Exercised: None

Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
30%	Responsible to enter data into the GIFTS database for the *Network*. Enters key contractor data during the Request for Application (RFA) phase for both continuing and reviewing contractors. Enters program contact information, letters of qualification and intent, memorandums of understanding, budget justifications and other fiscal information. Maintains and updates contractor mailing email lists. Enters and tracks the contract approval and execution process through the Cancer Control Branch, Chronic Disease and Injury Control Division, Accounting, and Contracts Management Unit. Generates RFA and contract process reports for contract managers and *Network* management.
30%	Enters and tracks receipt of federal share invoices and state share documentation reports into GIFTS. Inputs line item expenses from invoices and line item expenses from state share documentation reports. Enters contractor equipment purchase information, equipment tag numbers and subcontractor agreement information. Creates payments in GIFTS and enters payment dates. Updates line items in GIFTS budget. Enters encumbering memorandum information. Enters invoicing issues and other contractor problems into GIFTS. Generates fiscal management reports for contract managers and senior management.
10%	Updates the SNAP Ed budget modules in GIFTS. Sets up a new federal fiscal year budget year and enters new budget line item amounts. Assigns funds for contract payments and reconciles against budget line items or unallocated reserve funds. Closes the budget year after all payments have been entered. Generates GIFTS budget reports for contract managers and other *Network* managers.

Percent of Time Essential Functions

10% Tracks and monitors the submission of contractor's Program Improvement Plans in response to Program Compliance Review Team site visit findings and corrective actions. Tracks Contract Manager (CMs) follow-up desk reviews and program compliance closure letters. Coordinates and schedules technicial assistance site visits and orientations for CM's. Coordinates site visit follow up reports, maintains desk review and site visit tracking log/calendar.

10% Schedules CM and Program Manager negotiation appointments. Reserves conference rooms for teleconference negotiations. Coordinates packaging and mailing out of contracts to contractors and any subsequent amendments. Prepares contract folders and closes out contract folders. Maintains a library of program letters, CM Desk Manuals, Contractor Guidelines Manuals, and other contract management materials as needed. Coordinates the placement of documents into the shared drive. Distributes tracking log updates to CM.

Percent of Time Marginal Functions:

5% Coordinates placement of the annual RFA on the *Network's* webiste and any subsequent RFA updates. Reviews incoming funding application documents submitted by contractors for completeness. Records state share and federal share budget projections from letters of qualification and intent into the accounting tracking log. Coordinates logistics for CM's review for funding application documents and maintains the benchmark dates for CM's with regard to the funding cycle.

5% Attends meetings, trainings and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Research Scientist II (Social/Behavioral Sciences) (.60) (J. Gregson)	580-310-5590-905

COI Classification
☒ Yes ☐ No

Unit
Research and Evaluation Unit

Section
Policy, Planning and Evaluation Section

Branch
Cancer 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: Under the general direction of the Research Scientist II (Supervisor) (RSS II), Chief, Research and Evaluation Section, the Research Scientist II (RS II) will plan and implement program evaluation and other scientific studies to prevent chronic diseases resulting from obesity, low fruit and vegetable consumption, and physical inactivity. The RS II is an integral part of the Research and Evaluation Section, which supports the *Network* for a Healthy California *(Network)* and is funded by the United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) program.

The N*etwork* is a statewide program that is highly dynamic, with multiple behavioral objectives and multiple interventions at the local and regional levels to meet the unique needs of specific communities. The size, complexity, and diversity of the program make the effort to evaluate program effectiveness and provide constructive feedback to the program especially challenging. The *Network* is based on the Social-Ecological model. The results of work conducted by the RS II are expected to inform current program evaluation, shape new intervention and evaluation approaches, and be responsive to the social and physical environment in which individuals function.

Supervision Received: Under the general direction of the Research Scientist II (Supervisor) (RSS II), Chief, Research and Evaluation Section.

Supervision Exercised: None

Description of Duties: Please see below.

Percent of Time Essential Functions:

30% Incumbent will use methods and theory grounded in the social and behavioral sciences to design research and evaluation projects, including social networking analysis, evaluation of the role of the Network for a Healthy California *(Network)* in the context of change in the nutrition environment in California, and evaluation of the Health Care Providers leadership project, that test specific components or potential components of the evaluation framework of the *Network,* including project conceptualization, data collection, analysis, and evaluation/assessment for special topic areas. Topics should be based on recommendations from or inspired by a previously-conducted external evaluation critique, and may include expansion of the existing framework, development of supplemental data or data systems, or new ways to utilize existing data.

30% Coordinate with the *Network's* Geographic Information System (GIS) in developing data systems that can be used for geographically grounded evaluation. Assess the practicality, feasibility, and utility of linking environmental-level GIS data with individual-level data from surveillance survey data and local evaluation projects.

Percent of Time Essential Functions:

15% Prepares research and evaluation reports, briefs, and journal manuscripts on Network topical areas, such as *Network* evaluation triangulation, innovations in social marketing evaluation, and research relating the neighborhood retail environment to fruit and vegetable consumption, that present *Network* work conducted by self and colleagues; develop and deliver presentations for health, education, and human services professionals, staff funders, and lay audiences on findings from *Network* research and evaluation projects.

15% Contribute to program-wide planning and reporting: Research and evaluation findings of the incumbent on *Network* topical areas, such as those on growth in Network partnership complexity, best practices to track *Network* activities, and in-depth analysis of surveillance data will provide guidance for section-wide program planning and annual reporting to funders. Linkage of environmental data with individual data will enable the program to strategically plan new interventions and identify geographic areas for t targeting. Contribute data, research and evaluation findings, and theoretical program background to administrative drills, progress reports, and strategic planning as needed.

Percent of Time Marginal Functions:

5% Consult with other researchers and health program evaluators in universities, the federal government, other state and local programs, the private sector, and in other areas on scientific studies relating to obesity, food, and physical activity environments, particularly for low-income populations. This requires familiarity with major research in the field, the ability to establish professional rapport and collaborative liaison, and current knowledge of the scientific literature about individuals and the food environment.

5% Other duties as required.

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Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Research Scientist Supervisor II (Social/Behavioral Sciences) (Vacant)	580-310-5656-905

COI Classification
☒ Yes ☐ No

Unit

Section
Research and Evaluation Section

Branch
Cancer 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: Under the general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch, the Research Scientist Supervisor II (RSS II) is responsible for planning and implementation of ongoing population surveys, special studies and intervention evaluations for the Network for a Healthy California *(Network),* a multi-million dollar statewide prevention Supplemental Nutrition Assistance Program for Education (SNAP-Ed) funded by the United States Department of Agriculture (USDA).

Supervision Received: Under the general direction of the Public Health Medical Administrator I (PHMA I), Chief, Cancer Control Branch.

Supervision Exercised: The Research Scientist Supervisor II provides general supervision to one (1) Research Scientist II, one (1) Office Technician (Typing), and the ten (10) contract staff consisting of one (1) Research Scientist II, four (4) Research Scientist Is, two (2) Research Associate IVs, two (2) Research II and one (1) Evaluation Specialist.

Description of Duties: The incumbent conceptualizes, plans, implements, organizes and directs complex research strategies for several aspects of this complex multi-million dollar prevention program. The programs and projects, both intra-and extra-mural, involve multiple disciplines and methodologies directed at the solution of healthy eating interventions using social marketing approaches for lower income households. The RS II will have major responsibilities for developing a strong research component of the *Network*. The program and its numerous projects require advanced scientific knowledge and close coordination of research scientists, state and local policy makers, and advisory groups, The RSS II directs policy development and data interpretation and advises private and government agencies including California Department of Public Health (CDPH), legislators, local health officers, local school districts, and community-based organizations. Supervision of research involving development and application of scientific methods, statistical and conceptual analysis, and interpretation of results is required. The RSS II applies skills in management, administration, and personnel procedures to recruit and develop staff, monitor budgets, and comply with USDA, CDPH, and state requirements.

Percent of Time Essential Functions:

30% The Research Scientist Supervisor II provides supervision, administrative guidance and leadership to a multi-disciplinary staff including research scientists who are expert in dietary physical activity, food security and chronic disease surveys, surveillance, formative research and outcome evaluation in planning, organizing and directing all research, surveillance and evaluation activities of the *Network*. The RSS II directs development of research strategies and/or components, reviews and ensures grant applications are developed properly, manages budgets, forms research teams, and directs staff efforts in research and evaluation. Oversees the recruitment, training, mentoring, personnel evaluation, and tutoring in special skills of staff in the Section.

Percent of Time Essential Functions:

20% The RSS II is responsible for the conceptualization, planning and implementation of formative and outcome evaluations of programs funded by the Network. This involves the conceptualization of evaluation goals and objectives, selection of appropriate evaluation designs and statistical techniques, development of data collection instruments, quality control measures, analytic methods, and interpreting and drawing conclusions related to intervention of activity being evaluated. Prepares research components of grant applications.

20% The RSS II will collaborate with other members of the *Network*, designing large, complex surveys and intervention studies and providing technical assistance in the development and conduct or research to a wide variety of partners interested in developing and evaluating healthy eating interventions using social marketing approaches for lower income households. Uses both quantitative and qualitative methods to perform data manipulations and analyses on complex data sets for a variety of audiences.

20% Prepares and makes verbal presentations to a wide variety of audiences, including public health professionals, food industry groups, media, policy makers, and interested community groups on the findings from *Network* research activities. Assists in preparation of written reports and other publications, including reports to the legislature, other state agencies, county health departments and peer reviewed journals. Designs, administers, analyses, and reports on periodic surveys of partner satisfaction with *Network* operations, interventions and research. The incumbent provides consultation and develops policy analysis on scientific findings.

15% Prepares a variety of program reports for use in planning, media, policy, and evaluation by the Network and its partners and assists outside users in accessing Network surveys and data sets. The RSS II directs efforts to disseminate findings and specific analyses via reports, pee-review journal articles, oral presentations, and data transfer via the State of California site on the World Wide Web. In this capacity, the RSS II reviews and approves all information releases by directing study design, editing, and selecting release media.

Percent of Time Marginal Functions:

5% Other duties as assigned.

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Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (Vacant)	580-310-5157-905

COI Classification
☒ Yes ☐ No

Unit
Special Projects and Regional Infrastructure

Section
Administrative Operations

Branch
Cancer 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: Under the direct supervision of the Staff Services Manager I (SSM), Chief, Special Projects and Regional Infrastructure Unit, the Staff Services Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide California Department of Public Health, (CDPH), Cancer Control Branch (CCB), Network for a Healthy California (Network).

Supervision Received: Under the direct supervision of the Staff Services Manager I (SSM I), Chief, Special Projects and Regional Infrastructure Unit.

Supervision Exercised: None

Description of Duties: Please see below

Percent of Time Essential Functions

30% Responsible for developing, negotiating, implementing, and monitoring contracts for the Network Special Projects and Regional Infrastructure Unit. Monitoring activities include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conducting site visits and/or desk reviews to ensure that documentation requirements are met, preparing site visit and/or desk review reports, and reviewing and processing budget amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff that monitors contract workplans, the SSA will be responsible for the review and approval of fiscal portions of Network interim and final progress reports.

30% Audits and evaluates invoices for accuracy on contract, budget, mathematical computation,and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH Accounting Office. Tracks individual budgets and account records using Excel and/or with the Grants Information Fund Tracking System (GIFTS) software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes Local Incentive Award contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*.

15% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel,

Percent of Time Essential Functions

10% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word, GIFTS and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction/expansion, development of expenditure data including information on prior expenditures, rates of expenditures, and transferability of funds. Evaluates and compiles financial data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

10% Assists in orientation and training of *Network* contractors and other assigned *Network* or special projects on federal and state fiscal and program requirements. Coordinates logistics for Local Food and Nutrition Education meetings (three times per year) including identifying meeting location, negotiating purchase orders, sending invitations, coordinating travel claims and ensuring necessary staff assignments the day of the event.

Percent of Time Marginal Functions:

5% Other duties as required

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (E. Elespuru)	580-310-5157-905

COI Classification
☐ Yes ☒ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer 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: Under the direct supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Staff Services Analyst (SSA) is responsible for performing the less complex, varied, and technical analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the direction of the Chief, Contract Operations, Staff Services Manager I.

Supervision Exercised: None.

Description of Duties: Please see below:

Percent of Time	Essential Functions
40%	Under lead direction develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensures all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, and park and recreation agencies). Monitoring activities include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirements are met, preparing site visit reports, and reviewing and processing budget adjustment requests or budget amendments.
30%	Assists with the development and evaluation of administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the SSA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates *Network* invoices for accuracy on contract, budget, mathematical computation, and costs appropriateness for assignmed contractors. Facilitates the invoice payment process through the CDPH Accounting Office. Tracks individual budgets and account records using Excel and/or a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

Percent of Time Essential Functions

10% Under lead direction, represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, and CDPH Asset Management Unit) with minimumal direction. Prepares reports, documents, and correspondence in response to requests for various organizations including within CDPH and contracting entities.

10% Assist with the preparation of fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Work and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction/expansion, development of expenditure data including information on prior expenditures, rates if expenditures, and transferability of funds. Evaluates and compiles financial data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions

5% Special Projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (Rinkel)	580-310-5157-905

COI Classification
☐ Yes ☒ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer 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: Under the direct supervision of the Staff Services Manager I (SSM I), Chief, Contract Operations Unit A, the Staff Services Analyst (SSA) is responsible for performing the less complex, varied, and technical analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California *(Network)* program.

Supervision Received: Under the direction of the Chief, Contract Operations, Staff Services Manager I.

Supervision Exercised: None.

Description of Duties: Please see below:

Percent of Time	Essential Functions
40%	Under lead direction develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensures all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, and park and recreation agencies). Monitoring activities include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirements are met, preparing site visit reports, and reviewing and processing budget adjustment requests or budget amendments.
30%	Assists with the development and evaluation of administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the SSA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates *Network* invoices for accuracy on contract, budget, mathematical computation, and costs appropriateness for assignmed contractors. Facilitates the invoice payment process through the CDPH Accounting Office. Tracks individual budgets and account records using Excel and/or a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

Percent of Time Essential Functions

10% Under lead direction, represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, and CDPH Asset Management Unit) with minimumal direction. Prepares reports, documents, and correspondence in response to requests for various organizations including within CDPH and contracting entities.

10% Assist with the preparation of fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Work and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction/expansion, development of expenditure data including information on prior expenditures, rates if expenditures, and transferability of funds. Evaluates and compiles financial data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

Percent of Time Marginal Functions

5% Special Projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (S. Lee)	580-310-5157-905

COI Classification
☒ Yes ☐ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer 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: Under the direction supervision of the Health Program Manager I (HPM I), Chief, Program Compliance Review Team, the Staff Services Analyst (SSA) is responsible for performing the analytical staff services duties of average to moderate difficulty that are necessary to conduct contractually required fiscal functions related to conducting, tracking and monitoring Program Compliance Reviews, Fiscal Compliance Progress Reports and Desk Review Program Improvement Plans for the Network for a Healthy California *(Network)* local contractors.

Supervision Received: Under the direct supervision of the Health Program Manager I (HPM I), Chief, Program Compliance Review Team

Supervision Exercised: None

Description of Duties: Please see below

Percent of Time Essential Functions:

30% Primary responsibility is to assist in the coordination, maintenance of providing daily oversight to the Program Improvement Plan (PIP) Follow Up Review process and tracking system. Assists in monitoring the progress with our funded projects on PIPs that were developed as a result of a program compliance review. Inputs pertinent information into PIP tracking log to monitor critical target completion dates in PIP; in order to request, review and track progress reports from contractors to ensure completion of PIP prior to subsequent follow up review. Meets with PC Unit Lead on a weekly basis to provide status report on PIP tracking system.

20% Provides analytical assistance in performing preparative actions required for Program Improvement Plan (PIP) Desk Reviews for *Network* local contractors. Including pre-reviews and analysis of all internal documentations (PCR Site Visit Reports and Program Improvement Plans) for the contractor; inputs data into summary log to assist with identifying specific priority findings and fiscal documentation to be requested. Assists in the preparation and facilitation of all correspondence related to PIP follow up between the *Network* and funded contractors. Assists in developing procedures, negotiating and monitoring for Progress Reports and PIP Desk Reviews. Coordinates and schedules meetings with *Network* staff pertaining to PIP follow up. Updates GIFTS database software as required. Schedules PIP Follow Up Desk Reviews or On-Site Reviews with local contractors and state staff. Assists with the review of submitted documentation and subsequent report as necessary.

Percent of Time Essential Functions

15% Attends and assists in the Program Compliance Reviews as necessary. On-site reviews requires the incumbent to travel approximately 15 percent of the time. Travels to and from local contractor sites to assist in conducting administrative reviews on random samples equal to one quarter's worth of administrative and fiscal records. Assists with the on-site review by reviewing and analyzing a range of local agency site fiscal documents to monitor program compliance; reviewing local agency state share activities, federal share activities and analyzing systems to ensure compliance with USDA federal and State of California regulations. Assists with the subsequent Program Compliance Report and PIP based on the results of the review.

15% Assist Unit Chief with Official PCR Contractor File Project to include development of file system, work with PCR Unit staff on collection of review documentation, reports, PIP's etc. to ensure all contractor files are complete. Assists in developing and maintaining an automated tracking system for contractor Program Compliance Review priority findings. This system would assist *Network* staff and management with identifying overall findings that are discovered during compliance reviews for future development of fiscal trainings, USDA compliance and additional technical support for all *Network* contractors.

10% Assists with various additions and modifications to the development of additional PC related goals and objectives. Research, analyze, and formulate recommendations pertaining to special short term and long term projects related to Program Compliance work and the improved integration of compliance within the unit. (i.e. PIP Implementation, Desk Reviews, Progress Reports, Files, data compliation) Attends internal meetings to include the Contract Manager (CM) meetings, Contract Manager and Program Manager (CM/PM) meetings, PCR Team meetings, and special project assignment meetings. Assists in the development of training courses, conferences, annual meetings and advisory committee meetings and assists at these forums.

Percent of Time Marginal Functions

5% Assists in the preparation of fiscal reports, allocation reports and various other fiscal documentation to provide data to other professional staff and management using Microsoft Excel and Word. The incumbent must consistently keep abreast of all new or changing federal and state regulations.

5% Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager I (S. Doongursee)	580-310-4800-905

COI Classification
☒ Yes ☐ No

Unit
Special Projects and Regional Infrastructure Unit

Section
Administrative Operations Section

Branch
Cancer 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: Under the general direction of the Staff Services Manager II, Chief, Administrative Operations Section, the Staff Services Manager I (SSM I) is responsible for the supervision of nine staff, providing administrative, fiscal contract support, consultation, technical assistance, training and oversight to: 1) The *Regional Network* contracts; 2) statewide social marketing contract; 3) the media and public relations contract; 4) special projects including but not limited to the Local Food and Nutrition Education (LFNE) projects, and 5) Non-profit Incentive Award (NIA) projects. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

Supervision Received: Under the general direction of the Staff Services Manager II, Chief, Administrative Operations Section.

Supervision Exercised: Provides general supervision to five (5) Associate Governmental Program Analysts, one (1) Staff Services Analyst, one (1) Contract Administrator I and one (1) Office Technician (Typing).

Description of Duties: Please see below:

Percent of Time	Essential Functions
40%	Directly supervises eleven contract management staff assigned as flows: three staff assigned as contract managers for *Regional Network* contracts; two staff assigned as contract managers to monitor special projects including Local Food and Nutrition Education (LFNE) contracts; three contract managers assigned to monitor the Non-profit Incentive Award (NIA) contracts; one contract manager assigned to monitor the multi-mill dollar master fiscal, administrative and personnel services contract (including invoicing and contract amendments); one contract managers assigned to the multi-million dollar master media and public relations contractor and an Office Technician. Provides program and fiscal technical assistance to ensure effective integration of nutrition education, training, media, and community mobilization strategies to achieve the *Network's* program objectives and compliance with the United States Department of Agriculture (USDA) administrative and fiscal policies. Conducts monthly staff meetings and training of assigned contract management staff, prioritizes assignments and reviews work product. Develops and implements fiscal compliance review and follow-up policies for contract management staff and tracks compliance progress in Grant Information and Fiscal Tracking System (GIFTS). Reviews GIFTS management reports to identify administrative and fiscal problem areas. Oversees the creations of a variety of administrative management reports, case studies and graphs on a variety of Network statistics.

Percent of Time Essential Functions

30% Provides administrative oversight on contract processes and policies. Provides administrative consultation and technical assistance for *Network* units including *Regional Networks*, Community Development Units, Communications Program, Policy, Partnerships and Planning Unit, Information Systenms Technology Unit, Fruit, Vegetables and Physical Activity Unit,and Program Compliance Review Team, NIA channel and Food Stamp Program Access Improvement Projects. Attends unit and project meetings as requested and works as part of a multi-disciplinary team to plan and implement activities.

15% Participates in management meetings as well as *Network* meetings and committees; including Local Food and Nutrition Education Action Committee, *Network* Collaborative, Regional Meetings, Suboperations Committee. Provides input on administrative activities and assists in the implementation of *Network* goals and objectives. Participates in the recruitment, selection, placement, and training of Administrative staff; and evaluates staff performance.

10% Assists with the preparation of fiscal sections of the USDA Annual Plan. Assists with the fiscal portion of USDA progress reports. Assists program staff with budgets and work plans. Upon requests of the supervisor and other mangement staff, prepares budgets, program reports, bill annalyses, informational summaries and other adhoc reports. Coordinates and integrates the Network's program objectives by attending, participating, and providing input at various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physcial activity programs.

Percent of Time Marginal Functions

5% Performs other duties as required. Acts in place of the Section Chief in the absence of the designated Chief.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager I (C. Miller)	580-310-4800-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

This position requires the incumbent 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 skills 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: Under the general direction of the Staff Services Manager II, Chief, Administrative Operations Section, the Staff Services Manager I (SSM I) position is responsible for contract operations of the California Department of Public Health (CDPH) Network for a Healthy California (*Network*). Responsibilities include: 1) supervison of approximately six staff; 2) oversight for the development, implementation, and maintenance of the policy and procedures manuals for the Contracts Operations Unit; 3) oversight of the annual solicitation for the Local Incentive Award (LIA) program; 4) oversight of contract models used by contract management staff; 5) oversight of request for proposal/applications when needed; 6) contract liaison to Grant Information and Fiscal Tracking System (GIFTS); 7) oversight of corrective action follow-up to ensure fiscal compliance; and 8) oversight of the preparation of the LIA-related administrative sections of USDA Plan. The position requires handling complex tasks simultaneously and strong organizational skills.

Supervision Received: Under general direction from the Staff Services Manager II (SSM II), Chief, Administrative Operations Section.

Supervision Exercised: Provides general supervision to six (6) Associate Governmental Program Analysts, and one (1) Staff Services Analyst.

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Supervises on a daily basis 5-6 professional staff assigned as contract managers for LIA contracts. Assigns and prioritizes workload, reviews completed assignments for thoroughness, accuracy and consistency with program, departmental and federal policy. Provides contract and fiscal technical assistance to contract managers to ensure consistent and effective implementation of fiscal policies. Co-leads bi-weekly contract manager staff meetings and trainings of assigned contract management staff. Supervises the staff that develops the contract models for various contract types, as well as reviews contract packages for completeness. Supervises the staff that develops policies and procedures manuals and other tools for the contract managers. Coordinates development of form templates, training and distribution of policies and manuals with the Community Development Unit. Coordinates with the Program Compliance Team (PCT) contract and monitoring fiscal trainings of contractors.
20%	Acts as liaison with Community Development Unit. Works with stakeholder organizations, including California Nutrition and Activity (CAN-Act) which represents *Network* contractors to streamline contractor processes and procedures and to address contract and administrative issues. Coordinates with the PCT in developing and implementing fiscal compliance review and follow-up policies for contract management staff and tracks compliance progress in the GIFTS contract monitoring system. Serves on GIFTS team for training and development. Coordinates the completion of the LIA administrative section of the federal Education and Administrative Reporting System (EARS).

Percent of Time Essential Functions

20% Directs the planning and development of requests for applications/proposals, contracts (including work plans, budgets, budget revisions, contract amendments, and contractor payments), and evaluation instruments for the awarding of contracts and grants for a wide range of program activities, projects, and services. Manages the staff that is responsible for monitoring of contracts, reviewing of progress reports, taking of corrective action, and closing out and archiving of contract documents. Manages the staff that provides technical consultation and assistance to contractors in the area of state and federal legal requirements and regulations, budget and accounting procedures, contract management services, and reporting requirements. Meets regularly with staff from the Contracts Management Unit, Budgets Office, Accounting Office, and Legal Office to expedite the procurement, contracting, and payment process for staff, vendors, and other contractors.

15% Manages staff that develop the annual solicitation for the Local Incentive Award (LIA) program and coordinate with Community Development Unit. This includes conducting contractor informational teleconferences, updating solicitation forms, obtaining contractor input, identifying and issuing changes to federal contract requirements, ensures that all contractors complete and submit letters of qualification and intent, partnership memorandums of understanding, updated budget justification information and subcontractor budgets.

10% Provides oversight of the development and implementation of GIFTS contract monitoring system. Acts as Contracts Operations Unit liaison with IT Unit on GIFTS follow-up with contract management staff. Attends meetings and reports issues regarding GIFTS implementation to senior management.

Manages the staff that prepares the LIA section of the USDA Annual Plan and USDA final progress report. Ensures that all LIA fiscal and administrative documents in the USDA Annual Plan are complete, allowable and correct. Responds to USDA administrative and fiscal inquiries that relate to the LIA Program. Assists program management staff with LIA budgets and LIA work plans. Upon request of supervisor and other management, prepares budgets, program reports, administrative input on bill analysis contract provisions, informational summaries, and other ad hoc reports. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input at various Branch/Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

Percent of Time Marginal Functions

5% Performs other duties as assigned. Provides coverage for the other Staff Services Managers in their absence. Acts in place of the Section Chief as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager I (A. Souza-King)	580-310-4800-905

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

This position requires the incumbent 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 skills 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: Under the general direction of the Staff Services Manager II, Chief, Administrative Operations Section, the Staff Services Manager I (SSM I) position is responsible for contract operations of the California Department of Public Health (CDPH) Network for a Healthy California (*Network*). Responsibilities include: 1) supervison of approximately six staff; 2) oversight for the development, implementation, and maintenance of the policy and procedures manuals for the Contracts Operations Unit; 3) oversight of the annual solicitation for the Local Incentive Award (LIA) program; 4) oversight of contract models used by contract management staff; 5) oversight of request for proposal/applications when needed; 6) contract liaison to Grant Information and Fiscal Tracking System (GIFTS); 7) oversight of corrective action follow-up to ensure fiscal compliance; and 8) oversight of the preparation of the LIA-related administrative sections of USDA Plan. The position requires handling complex tasks simultaneously and strong organizational skills.

Supervision Received: Under the general direction from the Staff Services Manager II (SSM II), Section Chief, Administrative Operations Section.

Supervision Exercised: Provides general supervision to five (5) Associate Governmental Program Analysts and one (1) Staff Services Analyst.

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Supervises on a daily basis 5-6 professional staff assigned as contract managers for LIA contracts. Assigns and prioritizes workload, reviews completed assignments for thoroughness, accuracy and consistency with program, departmental and federal policy. Provides contract and fiscal technical assistance to contract managers to ensure consistent and effective implementation of fiscal policies. Co-leads bi-weekly contract manager staff meetings and trainings of assigned contract management staff. Supervises the staff that develops the contract models for various contract types, as well as reviews contract packages for completeness. Supervises the staff that develops policies and procedures manuals and other tools for the contract managers. Coordinates development of form templates, training and distribution of policies and manuals with the Community Development Unit. Coordinates with the Program Compliance Team (PCT) contract and monitoring fiscal trainings of contractors.
20%	Acts as liaison with Community Development Unit. Works with stakeholder organizations, including California Nutrition and Activity (CAN-Act) which represents *Network* contractors to streamline contractor processes and procedures and to address contract and administrative issues. Coordinates with the PCT in developing and implementing fiscal compliance review and follow-up policies for contract management staff and tracks compliance progress in the GIFTS contract monitoring system. Serves on GIFTS team for training and development. Coordinates the completion of the LIA administrative section of the federal Education and Administrative Reporting System (EARS).

Percent of Time Essential Functions

20% Directs the planning and development of requests for applications/proposals, contracts (including work plans, budgets, budget revisions, contract amendments, and contractor payments), and evaluation instruments for the awarding of contracts and grants for a wide range of program activities, projects, and services. Manages the staff that is responsible for monitoring of contracts, reviewing of progress reports, taking of corrective action, and closing out and archiving of contract documents. Manages the staff that provides technical consultation and assistance to contractors in the area of state and federal legal requirements and regulations, budget and accounting procedures, contract management services, and reporting requirements. Meets regularly with staff from the Contracts Management Unit, Budgets Office, Accounting Office, and Legal Office to expedite the procurement, contracting, and payment process for staff, vendors, and other contractors.

15% Manages staff that develop the annual solicitation for the Local Incentive Award (LIA) program and coordinate with Community Development Unit. This includes conducting contractor informational teleconferences, updating solicitation forms, obtaining contractor input, identifying and issuing changes to federal contract requirements, ensures that all contractors complete and submit letters of qualification and intent, partnership memorandums of understanding, updated budget justification information and subcontractor budgets.

10% Provides oversight of the development and implementation of GIFTS contract monitoring system. Acts as Contracts Operations Unit liaison with IT Unit on GIFTS follow-up with contract management staff. Attends meetings and reports issues regarding GIFTS implementation to senior management.

Manages the staff that prepares the LIA section of the USDA Annual Plan and USDA final progress report. Ensures that all LIA fiscal and administrative documents in the USDA Annual Plan are complete, allowable and correct. Responds to USDA administrative and fiscal inquiries that relate to the LIA Program. Assists program management staff with LIA budgets and LIA work plans. Upon request of supervisor and other management, prepares budgets, program reports, administrative input on bill analysis contract provisions, informational summaries, and other ad hoc reports. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input at various Branch/Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

Percent of Time Marginal Functions

5% Performs other duties as assigned. Provides coverage for the other Staff Services Managers in their absence. Acts in place of the Section Chief as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager I (R. Bonitz)	580-310-4800-905

COI Classification
☒ Yes ☐ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

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: Under the general direction of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section, the Staff Services Manager I (SSM I), position is responsible for directing, overseeing, and supervising the administrative support functions, e.g. personnel, attendance, accounting, fiscal monitoring, budgeting, fiscal forecasting, out-of-state travel, in-state travel, purchasing, space allocation, staff training and communication and staff of the Administrative and Fiscal Services Unit (AFSU). The SSM I provides general supervision to the following staff: one (1) Associate Management Auditor; three (3) Associate Governmental Program Analysts (AGPA), one (1) Accountant I, one (1) Management Services Technician; and lead for one (1) Office Technician (Typing). The SSM I oversees completion of the fiscal section of the United States Department of Agriculture (USDA) annual Nutrition Education Plan and USDA final progress report.

Supervision Received: Under general direction of the Staff Services Manager II (SSM II), Chief, Administrative Operations Section.

Supervision Exercised: Provides general supervision of one (1) Associate Management Auditor, three (3) Associate Governmental Program Analyst, one (1) Management Services Technician, and one (1) Office Technician (Typing).

Description of Duties: See below.

Percent of Time **Essential Functions:**

30% Overall supervision, direction, training and evaluation of AFSU staff. Assigns and prioritizes workload for the unit activities. Reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy. Assures that staff efficiently and effectively perform tasks related to the policy and procedures outlined in the *Network's* administrative manuals and policy and procedure manuals of the Department (e.g., California Department of Public Health (CDPH) Health Administrative Manual; Department of Finance Management Memos; Legislative Manual; Personnel and Attendance Manuals; Secretarial Handbook, etc.). Ensures that all fiscal and administrative assignments and drills are completed and deadlines are met. Provides administrative and/or fiscal technical assistance to staff to ensure consistent and effective implementation of administrative and/or fiscal policies.

25% Develops and implements fiscal controls and mechanisms for monitoring the Network's multi-million dollar state and federal share budget and program expenditures. Oversees the California Department of Social Services interagency agreement which funds the *Network*. Sets up system controls and fiscal expenditure reports to monitor the *Network's* support and local assistance budget expenditures.

Percent of Time Essential Functions:

Ensures adherence to the CDPH CalSTARS Online Reporting Environment (CORE) accounting system which provides monthly and annual expenditure reports and fiscal forecasting documents. Oversees reconciliation of the CORE, CalSTARS and Q18 reports.

15% Supervises, oversees, and evaluates administrative and personnel support functions for the Unit. Provides guidance and training to Unit Chiefs in adhering to proper civil service and contractor hiring practices. Oversees and provides technical expertise in the *Network's* recruitment and hiring processes including development of duty statements, justifications, interview questions, interview panels, certification list requests, hiring freeze exemptions, Request for Personnel Actions (RPAs), and other personnel related documents. Oversees personnel drills/assignments including the monthly Employee Master File report, annual exam plan, and other personnel assignments. Responds to personnel inquiries from CDPH, California Department of Social Services (CDSS) and USDA.

15% Supervises the staff in completing administrative and fiscal requirements such as the annual budget and accounting plans; development, monitoring, and utilization of the *Network's* out-of-state travel budget; and ensures accuracy of the monitoring program support budget expenditures (e.g. office supplies, reproduction, rent, travel, equipment, data processing, etc.). Supervises and oversees completion of CDPH mandatory staff trainings which include: Workplace Violence Prevention, Sexual harassment, Conflict of Interest, Defensive Driving, Information Technology Security, Injury and Illness Prevention, and Emergency Evacuation. Oversees administrative needs of the *Network* including: space, office moves, telephones, building access/security, and ergonomic requests. Oversees responses to California Public Records Act requests. Oversees completion of the fiscal section of the annual USDA Nutrition Education Plan, USDA progress reports, legislative bill analysis, and budget change proposals. Coordinates the completion of the state budget section of the Federal Education and Administrative Reporting System.

10% Responds to USDA administrative and fiscal inquiries. Upon request of the supervisor, other and upper management prepares budgets. Program reports, fiscal bill analyses, information summaries, and other ad hoc reports. Coordinates and integrates the *Network* program objectives by attending, participating, and providing input at various *Network*-related management meetings. Completes program objectives by fostering collaborative relationships with other Unit Chiefs, CDPH control offices, and federal and state administrators.

Interviews, hires, trainings, and evaluates the performance of all immediate subordinate staff and conducts/participates in various sub-unit staff meetings. Assists with chairing interview examinations. Services in an advisory capacity at senior staff meetings and workgroups. Provides coverage for other SSM Is in their absence.

Percent of Time Marginal Functions:

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager II (M. Wilson-Pough)	580-310-4801-905

COI Classification
☒ Yes ☐ No

Unit
N/A

Section
Administrative Operations Section

Branch
Cancer Control

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: Under the general direction of the Staff Services Manager III (SSM III), Assistant Branch Chief, Cancer Control Branch, the Staff Services Manager (SSM II) plans, organizes, and manages the five managers, one Health Program Auditor (HPA) IV, one Associate Governmental Program Analyst (AGPA) and one Office Services Supervisor II (OSS II) overseeing the work of a multi-disciplinary team of professional, technical, and support staff in the administrative units responsible for fiscal, contract, personnel, purchasing, clerical support, and facilities operations of the Administrative Operations Section (AOS). This position functions as a key member of the Network for a Healthy California *(Network)* senior staff and provides expert technical assistance and recommendations to the Administrative Operations Section on all administrative areas.

Supervision Received: Under the general direction of the Staff Services Manager III, Assistant Branch Chief, Cancer Control Branch.

Supervision Exercised: The Staff Services Manager II (SSM II) directly supervises on a daily basis five unit managers who supervise thirty-two (32) employees: one Staff Services Manager I (SSM I) – Administrative and Fiscal Services Unit, one Staff Services Manager I (SSM I) - Special Projects and Regional Infrastructure Unit, two Staff Services Manager Is for each Contract Operations Units, and one Health Program Manager I – Program Compliance Review Team. Also, this position supervises a Health Program Auditor IV, one Associate Governmental Program Analyst (AGPA) and an Office Services Supervisor II (OSS II).

Description of Duties: The incumbent manages all aspects of the *Network's* administrative functions including: managing the annual budget of approximately $200 million; accounting oversight and planning authority for fiscal transactions in the AOS; manages staff that is responsible for AOS personnel functions.

The incumbent also supervises the managers that plan and conduct the entire contracting processes for outgoing funds; provides general direction to an AGPA position on loan at Contract Management Unit (CMU) that primarily is responsible for processing Network contracts; manages the OSS II responsible for providing clerical support to the *Network*; oversees the processing of *Network* training transactions; recommends fiscal and administrative policy for federal, state, and local operations.

Percent of Time **Essential Functions**

40% The Staff Services Manager II (SSM II) manages and enhances all aspects of the Section's administrative functions, including: Human Resources, budgets, accounting, contracts, purchasing, program compliance reviews, travel, training, attendance, and administrative support services. The incumbent has lead responsibility for managing a complex annual budget of approximately $200 million of combined state in-kind and federal financial participation matching dollars; has oversight and planning

Percent of Time	Essential Functions
	authority for accounting transactions in the *Network*; maintains effective working relationship with California Department of Public Health's (CDPH) Accounting Office to ensure integrity in fiscal activity, and provides supervisory guidance to the three high-level managers in the *Network* who are all responsible for fiscal issues; supervises the managers that plan and conduct the entire expenditure processes for outgoing funds including Requests for Proposals (RFPs), Requests for Applications (RFA's), and Interagency Agreements; manages the staff responsible for supervising, planning, organizing, and directing the complex work of staff that support all clerical functions for the *Network*; oversees managers who oversee the planning, acquisition, monitoring, and evaluation of all major solicitations (RFP's, RFA's, Interagency Agreements); assures that systems, office supplies, and office equipment meet the needs of the *Network*, oversees the staff that processes vendor invoices; supervises staff who oversee all aspects of the *Network's* in-state and out-of-state travel needs including the Out-of-State travel blanket, travel documents, and reimbursements; oversees the processing of the *Network* training transactions; recommends fiscal and administrative policy for federal, state, and local operations. Supervises the Health Program Manager I that plans, organizes, directs, and coordinates the contract monitoring and technical support components of the Program Compliance Unit, including evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements. The Health Program Manager I (HPM I) ensures the United States Department of Agriculture (USDA) guidance is adhered to through Program Compliance Review staff conducting program compliance reviews (site visits) with all local funded contractors. This involves managing the oversight and coordination of site visits, review of state share and federal share expenditures, and programmatic activities.
20%	The SSM II coordinates assigns and prioritizes workload for five unit managers, a HPA IV and an OSS II. Unit managers consists of SSM I - Administrative and Fiscal Services Unit, SSM I - Special Projects and Regional Infrastructure Unit, SSM I for each of the two Contract Operations Units, OSS II responsible for providing clerical support to the *Network,* an AGPA position on loan at Contract Management Unit (CMU) that primarily is responsible for processing Network contracts and the HPA IV that serves as a technical advisor in the following administrative areas: accounting, contracts, fiscal, health program reviews, policies and procedures related to the conduct of the *Network.* The SSM II reviews completed assignments for thoroughness, accuracy, and consistency with program and departmental policy. Determines training needs and recommends specialized training and other staff development, evaluates staff performance, completes Probationary Reports, Individual Development Plans, and Performance Agreements in a timely manner and initiates and follows through with preventive, corrective, or adverse action when needed.
15%	The incumbent oversees and directs managers in overall Section administration, program planning, policy development, and development of administrative procedures. Meets with and coordinates development of administrative and program policy in the *Network* with CDPH Administration, including high level managers of Contract Management Unit, Budget Office, Accounting, Human Resources, and the Legal Office, as well as state control agencies (e.g. Health and Human Services Agency, Department of Finance (DOF)), other state agencies (e.g. CDSS, University of California, California Department of Education, First 5 Commission), and the Federal Government (e.g. USDA, Centers for Disease Control and Prevention) to resolve administrative, human resources, fiscal, contractual, and legal issues involving the Section.
10%	The SSM II manages staff that is responsible for *Network's* human resources functions. This includes oversight and monitoring of the Department's automated Online Appointment/Separation Information System (OASIS) in the preparation of Request for Personnel Actions (RPAs) for the Cancer Control Branch. Preparation of RPAs for new hires, permissive reinstatements, transfers, promotions, reclassifications, and related personnel documents, including but not limited to duty statements, organization charts, freeze exemptions, hire above minimum, reclassification justifications, and other documentation required by Human Resources. Participates in the recruitment, selection, and placement of staff following Office of Civil Rights guidelines to ensure that qualified applicants for positions are recruited from all segments of the relevant work force.

Percent of Time	Essential Functions
10%	The incumbent supervises staff responding to drills and responds to drills when appropriate and other urgent requests from the Center, Director's Office, Agency, DOF, the Governor's Office, the Legislature, and other entities in a timely manner and accurate fashion. Manages staff responsible for providing required USDA documentation in compliance with state and federal laws and regulations to ensure program integrity and avoid audit exceptions.

Percent of Time	Marginal Functions
5%	The SSM II establishes and maintains effective working relationships with federal, state, and local government agencies. Performs other duties as requested.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager III (G. Sisneros)	580-310-4802-001

COI Classification
☒ Yes ☐ No

Unit

Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

This position requires that the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing with internal and external constituencies); develop and maintain knowledge and skills related to program administration, 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 Staff Service Manager III (SSM III) serves as the Assistant Chief, Cancer Control Branch and is responsible for the operational, day-to-day administration of the *Network for a Healthy California* (*Network*) and 144 staff distributed across of the Program Development Section (22 state and 20 contract positions); Policy, Planning, and Evaluation Section (9 state and 35 contract positions); and Administrative Operations Section (30 state and 28 contract positions). For the *Network*, the Assistant Chief serves as lead for the Branch's administrative functions including: budgeting, personnel management, contracting, and information management. For the *Network*, the Assistant Chief assumes primary responsibility for evaluating, monitoring, improving, and developing effective and efficient administrative systems.

Supervision Received: The Staff Services Manager III is under direct supervision of the Public Health Medical Administrator I, and takes general direction from the Public Health Medical Administrator II, C.E.A., Chief, Division of Chronic Disease and Injury Control.

Supervision Exercised: This position directly supervises one Staff Services Manager II, Health Program Specialist I, 1 Associate Governmental Program Analyst, one Office Technician, and one Health Program Specialist II (Retired Annuitant). The Assistant Branch Chief also provides general direction and lead guidance to one Data Processing Manager II.

Description of Duties: See below:

Percent of Time **Essential Functions for the *Network* (FSNE Funded Activities)**

30% Directs, manages and supervises the day-to-day administrative operations of the *Network,* providing administrative and management guidance to section chiefs on complex issues including budget, financial projections and expenditures, new legislation, program development and bill analysis, special project planning and implementation, data collection, automation, regulatory changes, development of Request for Proposals, Request for Applications, Grant Applications, contracts, personnel, organization, and section general operations.

30% Provides expertise and guidance in the development and implementation of *Network* (SNAP-Ed funded) programs and management of on-going programs and initiatives; and formulates policy in response to changing program objectives; plans, conducts, and coordinates *Network* (SNAP-Ed funded) projects.

20% Maintains external relations with relevant constituencies; represents the *Network* programs at high-level policy discussions within CDPH as well as external venues such as: state and national conferences; meetings with other state and federal agencies, local jurisdictions, and with public, private, and voluntary health entities. Represents the Branch Chief in her absence.

10% Oversees administrative aspects of the design, initiation, and evaluation of a wide range of complex program and policy interventions. Reviews program reports, studies and surveys, and resolves administrative and program-related problems.

Percent of Time Marginal Functions

10% Participates in and provides technical and professional assistance on administrative issues, work-force and training programs and efforts. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

PROPOSED

Class Title	Position Number
Systems Software Specialist II (.50) (B. Sachdev)	580-310-1373-905

COI Classification ??
☐ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

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 Systems Software Specialist II (SSS II) serves as a high level technical subject matter expert in providing complex technical Geographic Information System (GIS) administration, support and maintenance for the California Department of Public Health's (CDPH) Center for Chronic Disease Prevention and Health Promotion (CCDPHP)/Network for a Healthy California (*Network*) GIS Viewer, and development server environments. Such support includes complex analysis, design, knowledge of hardware/software specifications, configuration, installation, data security, data confidentiality, problem analysis and resolution, system performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications that incorporate GIS technology across CCDPHP and providing a level of technical assistance to end user staff, scripting, evaluating software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, database backup/recovery and maintenance activities. The position carries significant consequences in making decisions, as these decisions can have a major impact on the security of confidential information within CDPH.

The SSS II is required to have specialized skills in systems analysis and design, GIS and SharePoint applications, business process reengineering, joint application development, and ongoing knowledge of current trends and advancements, support customer needs and have a high level of competence in these areas. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state Information Technology (IT) guidance and develop improvements to existing *Network* and CCDPHP IT/GIS capabilities.

Supervision Received: Under the direct supervision of the Data Program Manager !I

Supervision Exercised:

Description of Duties: The SSS II is the lead analyst and technical subject matter expert over the *Network* GIS viewer and CCDPHP SharePoint Web applications, including data security and management, maintenance of existing IT systems and software, transition to new systems and software, and major system changes for the *Network* GIS viewer. The SSS II is primarily responsible for: performing projects that require technical knowledge of a specific system design and architecture, and understanding of computer-based languages including Structured Quary Language (SQL), .NET (VB or C#), Java, XML, DHTML, and JavaScript; being a primary point of contact for leading project analysts over the development, coordination, and implementation of GIS application development for CCDPHP. The SSS II is knowledgeable of RDBMS and many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the *Network* and CCDPHP for management. The SSS II leads both contract and IT staff on troubleshooting and problem resolution efforts on complex database, Web application, and GIS helpdesk issues. The incumbent will also promote the use of CDPH's best practices, such as those related to project management, application development and contract administration. The SSS II researches and implements new technologies to support, manage, and administer the *Network* GIS Viewer and various SharePoint applications.

Percent of Time	Essential Functions
35%	Defining, documenting, and performing routine server maintenance and administrative functions, including software configuration and installation/upgrade, for servers hosting the *Network's* GIS viewer internally within CDPH. The SSS II performs project management functions for a large to medium sized GIS-related IT projects that include application development as well as business processes development. The SSS II has primary responsibility as the lead project analyst for development, coordination, and implementation of the *Network* GIS Viewer application and other highly complex GIS projects across CCDPHP. The SSS II will assist the contract GIS Project Manager and CDPH system administrators in the development, documentation, and maintenance of the *Network* GIS viewer environment. The SSS II will oversee CCDPHP's GIS applications and SharePoint applications in conjunction with CCDPHP contract staff/GIS Project manager and will be responsible for project documentation including feasibility studies, software configurations, protocols for development and testing, documenting process implementation of production-ready applications. The SSS II understands, supports, and promotes all IT standards and procedures. Demonstrates extensive knowledge of the organization's business enterprise and the ability to apply that knowledge in proposing and designing IT solutions, analytical techniques; technical report writing. Demonstrates a high level of technical skills when transitioning from existing IT environments to newer technologies. Works independently in effectively securing resources and expertise through proper channels while developing and managing large and complex systems. Demonstrates a wide variety of technical expertise in different and unrelated processes, as well as, identifying new issues with the various data systems. Evaluate business needs and develop innovative solutions. Provides project management, cost management, schedule work assignments, and set priorities. Leads project planning efforts; buils and maintains project life cycle work products, risk analyses, and contingency plan documents. Provides estimates of time and skills required for project plans. Negotiate product deliverables and timeframes. Incumbent will take the responsibility for substantial technical decision-making for team or staff. Incumbent demonstrates the basic competencies associated with team leadership; identifies new client IT issues or opportunities. Performs the in-depth analysis needed for management to make sound decisions. Has the ability to work independently in effectively securing resources and expertise through the proper channels within the CDPH organization while developing and managing advanced solutions. Includes in-person and telephone contacts outside the supervisory chain of command.
35%	As a technical subject matter expert in CCDPHP, the SSS II is a point-of contact for CDPH GIS software installation, configuration, security and maintenance. Provides technical consultation with programmers, vendors, contractors, end users, staff and management as necessary.

Serves as project liaison with the Planning and Project Management Branch to review Feasibility Study Reports (FSRs) that may contain GIS language/solutions to ensure necessary resources/technology to implement GIS projects and conduct procurements to acquire necessary goods and services.

The SSS II assesses and analyzes business and IT system requirements to determine if the GIS Viewer and SharePoint applications and other *Network*-funded IT projects are meeting CCDPHP business needs. The SSS II develops, implements and coordinates GIS plans consistent with CCDPHP and *Network's* business goals and objectives and the Department's overall business and IT strategies, including the CDPH Strategic Plan. The position meets with other technical staff and management in scheduling resources, developing timelines and resolving issues. The SSS II prepares documentation, proposals, and justifications, such as FSRs, procurement documents, technical specifications, server builds, etc. The SSS II assists CCDPHP's contract subject matter expert and GIS technical lead in CCDPHP on server administration, security, best practice recommendation for CDPH GIS services. Investigates, researches, documents, and produces an accurate analysis and recommendations on new technologies resulting in potential benefits to the *Network*, CCDPHP overall and CDPH. Provides assistance to CCDPHP program staff working on the implementation of new technologies and assist programs in the selection of new technologies. The SSS II is the lead analyst for CCDPHP in evaluating new hardware/software standards.

The incumbent must possess the ability to develop cost analysis for any infrastructure components of current and proposed GIS systems, web-based applications, SharePoint sites; including maintenance and operations, new components, upgrades, etc. The SSS II must be able to inform management, in a timely manner, when hardware warranties and software maintenance agreements are due for renewal, servers and associated software are not in compliance with Department standards, or hardware/software licensing. The incumbent must produce an accurate analysis of managed assets and statistical reports as required. The SSS II needs to have project management experience to direct, schedule and support projects of a department wide scope. Demonstrates the basic competencies associated with team leadership and project management; remains current with respect to evolving trends, industry standards and Microsoft best practices; demonstrates leadership in identifying new issues and in assisting management with the most sensitive issues; regular contact with IT staff, vendors, and external entities, such as the Information Technology and Services Division to coordinate problem solving and ensure conformity of methods and practices.

20% The SSS II assesses and analyzes CCDPHP user needs, problems and requests systems changes; identifies, evaluates, and recommends alternative design solutions, develops appropriate systems designs, hardware, and/or software needs, plans, and coordinates acceptance testing, review and approve user and system documentation. Provides lead responsibilities to staff in overseeing ongoing programming and management of web-based data collection efforts to include Semi-Annual Activity Reporting system used for tracking and reporting of section activities and results. Assists in the future planning, direction, and coordination of web-infrastructure activities in the Center that implement the use of GIS and SharePoint applications. Validates complex system changes by analyzing the applications function and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the Department's business enterprise, and the ability to work independently.

Demonstrates knowledge of evolving industry trends and standards; ability to apply this knowledge in evaluating alternative proposals and recommending optimal solutions.

Percent of Time **Marginal Functions**

5% Participates in CDPH's Web and Policy workgroups , Division monthly IT meetings, *Network* meetings, workgroups, planning committees, and other collaborative efforts to assure the applications meet meet the business needs of CCDPHP and *Network*. Participates in GIS

coordination functions, including but not limited to GIS Conferences, the California Mapping and Coordinating Committee and other essential workgroups and committees important to furthering GIS technology uses in CDPH.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Systems Software Specialist II (Technical) (P. Bacharaja)	580-310-1373-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

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 professional conduct.

Job Summary: The incumbent Systems Software Specialist, Technical (SSS II) serves as a high level technical subject matter expert in providing complex technical database administration, support, and maintenance of the *Network's* GIFTS database and systems environments. Such support requires experience in and knowledge of complex analysis, design, hardware/software specifications, configuration, installation, data security, problem analysis and resolution, system and application performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications and providing a level of technical assistance to end user staff, scripting, evaluating hardware/software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, database backup/recovery, and maintenance activities. The incumbent carries significant consequences in making decisions, as these decisions can have a major impact on the confidentiality, integrity, and availability of information within CDPH. The SSS II must be skilled in business process reengineering, joint application development, and willing to maintain knowledge of current trends and advancements to support evolving customer needs. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state information technology guidance, and develop improvements to existing Network capabilities. The incumbent will assist in support of operation and maintenance of installed local area networks (LANs). This person will act in a consulting role to the Network management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of CDPH. Ability to interface and work well with LAN administrators within the Department and Division is a must.

Supervision Received: Under the direct supervision and administrative direction of the Data Processing Manager II (DPM) Chief Information Technology Section .

Supervision Exercised: N/A

Description of Duties:

The SSS II provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing data processing systems, transition to new data processing systems and major systems changes for the Network. The SSS II acts as lead project analyst over the development, coordination, and implementation of the GIFTS database and many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads IT staff on troubleshooting and problem resolution efforts on complex databases. The incumbent will also promote the use of CDPH best practices, such as those related to project management, application development and contract administration. This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

Percent of Time	Essential Functions
30%	Plans, organizes, and leads the efforts to develop, implement, and evaluate the GIFTS database system. Performs project management functions for large to medium sized IT projects that include application development as well as business processes. The SSS II primary responsibility as the lead project analyst for development, coordination, and implementation of the GIFTS database program and many highly complex IT projects. The incumbent will serve as the expert advisor for internal technical support maintaining and operating the Network's complex, centralized IT infrastructure. The *Network's* critical IT technical support functions include but are not limited to the creation, management, and maintenance of Network websites; database maintenance and development. Additionally, the SSS II will manage all online forms and surveys, data import/export, expand the use of the GIFTS database through training and development of functions and reports, and ensure the latest version of Microsoft Windows and Office is installed on computers and setting up unique applications such as File Transfer Protocol and GIFTS on all workstations.
30%	Plans, coordinates, and implements the ongoing improvement of a Section-wide database of information consisting of over 4,000 contracts and subcontracts. Develops the automated input of data for up to 200 local contractors. Ensures the oversight of the budget module which exceeds $200 million. Leads Section team to adapt and use GIFTS software to generate management reports for USDA, Contract Managers, Program Managers and Network managers. Develops a comprehensive plan to incorporate over 1,000 spreadsheets and databases into to centralized databases. Provides the ability to electronically deliver time-sensitive State and USDA data into the Network's centralized data schema and provides the ability to format the data per State and federal guidelines.
25%	Performs complex analysis, coordination, documentation, and implementation functions related to the GIFTS software processing assignments and identifies potential processing problems. Provides assignment status and makes recommendations to management on problem resolution efforts. Provides internal IT technical assistance in support of the CDPH. Ensures compliance with all CDPH policies and procedures related to IT. Provides technical assistance to other units concerning future programmatic needs; data security; data integrity; data management; database design needs; budgeting and inventory of all IT and AV equipment, including specifications and adherence to State IT standards for that purchased by local contractors; and other related issues.
10%	Plans, directs and coordinate the activities of the GIFTS database. Validates complex systems changes by analyzing the GIFTS functional and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the Department's business enterprise, and ability to work independently. Analyzes user needs, problems and requests system changes; identifies, evaluates and recommends

	alternative design solutions, develops appropriate system designs, hardware, and/or software needs, plans, and coordinates acceptance testing, review and approve user and system documentation. Provides technical leadership to staff and oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual activity Reporting system used for tracking and reporting of section activities and results. Works with local projects, other state Food Stamp and Nutrition Education programs, the federal government and its contractors to develop, design, test and refine web-based collection efforts, then import/export and manage data from over 200 contractors in the new USDA-required Education and Activity Reporting System. Proposes innovative and efficient hardware/software solutions pertaining to the systems performance and capacity planning, in an environment of both on-line and electronic batch data transfer and mainframe, client/server and PC platforms. Participates in Division monthly IT meetings, *Network* meetings, planning committees, and other collaborative efforts to ensure the applications meet the Network's business needs. **Marginal Functions**
5%	Attends professional organizations meetings and perform other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Systems Software Specialist II (Technical) (L. Baake)	580-310-1373-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

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 professional conduct.

Job Summary: The incumbent Systems Software Specialist (Technical) -- SSS II -- serves as a high-level technical subject matter expert in providing complex technical Web development, publication, administration, update, maintenance, and support of the *Network's* many Websites and Web-based materials, databases, and systems environments. This requires experience in and knowledge of complex Web analysis, design, architecture, software/hardware specifications, configuration, installation, security, standards of practice, principles, tools, problem analysis and resolution, as well as system and application performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications and providing a level of technical assistance to end user staff, scripting, evaluating hardware/software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, data backup/recovery, and maintenance activities. The incumbent carries significant consequences in making decisions, as these decisions can have a major impact on the confidentiality, integrity, and availability of information. The SSS II must be skilled in business process reengineering, joint application development, and willing to maintain knowledge of current trends and advancements to support evolving customer needs. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state information technology guidance, and develop improvements to existing Network capabilities. The incumbent will ensure coordination of the development, operations, upgrades, and policies and procedures of all sites with standards, practices, and technological advancements made in the overall department Web presence. The incumbent will assist in support of Web related operation and maintenance of installed local area networks (LAN). This person will act in a consulting role to the Network management regarding information technology solutions and will represent the *Network* in Web task forces and work groups.

This job requires a good understanding of the business needs and practices of the *Network* program, which promotes healthy eating and physical activity among California's low-income populations. It also requires excellent customer service, effective communications, expert technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and system/application users to properly analyze and recommend/provide effective technical solutions to problems and issues. A strong understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that *Network* hardware and software are used and maintained in compliance with the established administrative policy and the IT hardware and software standards of CDPH. Ability to interface and work well with other technical staff within the section, division, and department is a must.

Supervision Received: Under the direct supervision of the Data Processing Manager II, Chief, Information Technology Section.

Supervision Exercised: N/A

Description of Duties:

The SSS II provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing data processing systems, transition to new data processing systems/applications and major systems/applications changes for the *Network*. The SSS II acts as lead project analyst over the development, coordination, and implementation of Web based applications/systems as well as many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads IT staff on troubleshooting and problem resolution on complex Web efforts. The incumbent will also promote the use of CDPH best practices, such as those related to project management, application development and contract administration. This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

Percent of Time	Essential Functions
35%	Plans, organizes, and leads the efforts to develop, design, implement, maintain, and evaluate many educational, collaborative, and actionable *Network* Websites and SharePoints according to state and department standards. Performs project management functions for large to medium sized Web projects that include application development as well as business processes. The SSS II acts as the lead for highly complex projects involving the development, coordination, and implementation of Web based applications and systems. The incumbent will serve as the expert advisor for technical support, maintaining and operating the *Network*'s complex web infrastructure, providing complex web development, publication, administration, update, and maintenance of the *Network*'s many Websites and Web-based materials, databases, and systems environments. Manages all online forms, surveys, and data imports/exports. Responsible for coordinating all approval processes in managing Web content and design while ensuring that sites are current and relevant to *Network* target audiences. Proposes innovative and efficient hardware/software solutions pertaining to the systems performance and capacity planning, in an environment of both online and electronic batch data transfer, client/server and PC platforms.
30%	Expands the use of the centralized GIFTS database to include -- among others -- the Internet Grant Application Module (IGAM), provides training and support to internal and external customers on the use of IGAM and development of functions and reports, and ensures the latest version of MicroEdge GIFTS software is properly installed on *Network* computers. Identifies opportunities for utilizing the Web to reach *Network* target audiences. Ensures the integration of the Websites with overall Network branding strategies and across various public outreach campaigns. Coordinates an internal Web advisory team, soliciting and responding to feedback as necessary.
20%	Tracks and reports monthly on Website visitation statistics and responds to public queries received via the Web. Represents the *Network* on department Web task forces and work groups. Provides assignment status and recommendations to management on problem resolution efforts. Ensures compliance with all CDPH policies and procedures related to Web information technology. Assists users with Secure File Transfer account set ups and password resets (when needed). Develops and manages various listserves. Provides technical support and guidance on Web and Internet issues. Maintains current knowledge and information about Web standards and strategies, especially related to low-income populations and social marketing. Contributes this knowledge and information to strategic and operational plans, presentations and reports. Maintains working knowledge of large-scale Web architectures, data communication protocols, and network configurations.
	Maintains knowledge of the *Network* and department business. Analyzes user needs,

10%	problems and requests system changes. Identifies, evaluates, and recommends alternative Web design solutions. Coordinates appropriate system designs and specifications. Reviews and approves user and system documentation. Provides technical leadership to staff and oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual Activity Reporting System used for tracking and reporting of *Network* activities and results. Works with local projects, other state Food Stamp and Nutrition Education programs, the federal government and its contractors to develop, design, test and refine web-based collection efforts, then import/export and manage data from over 200 contractors in the new USDA-required Education and Activity Reporting System.
5%	. **Marginal Functions** Participates in division, branch, and *Network* meetings, planning committees, and other collaborative efforts to ensure the applications meet the *Network*'s business needs. Attends professional organizations meetings and perform other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Systems Software Specialist II (Technical) (R. Garcia)	580-310-1373-905

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control Division

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 professional conduct.

Job Summary: The incumbent Systems Software Specialist, Technical (SSS II) serves as a high level technical subject matter expert in providing complex technical database administration, support, and maintenance of the Network's GIFTS database and systems environments. Such support requires experience in and knowledge of complex analysis, design, hardware/software specifications, configuration, installation, data security, problem analysis and resolution, system and application performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications and providing a level of technical assistance to end user staff, scripting, evaluating hardware/software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, database backup/recovery, and maintenance activities. The incumbent carries significant consequences in making decisions, as these decisions can have a major impact on the confidentiality, integrity, and availability of information within CDPH. The SSS II must be skilled in business process reengineering, joint application development, and willing to maintain knowledge of current trends and advancements to support evolving customer needs. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state information technology guidance, and develop improvements to existing Network capabilities. The incumbent will assist in support of operation and maintenance of installed local area networks (LANs). This person will act in a consulting role to the Network management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of CDPH. Ability to interface and work well with LAN administrators within the Department and Division is a must.

Supervision Received: Under the direct supervision and administrative direction from the Data Process Manager II, Chief, Information Technology Section.

Supervision Exercised: N/A

Description of Duties:

The SSS II provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing data processing systems, transition to new data processing systems and major systems changes for the Network. The SSS II acts as lead project analyst over the development, coordination, and implementation of the GIFTS database and many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads IT staff on troubleshooting and problem resolution efforts on complex databases. The incumbent will also promote the use of CDPH best practices, such as those related to project management, application development and contract administration. This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

Percent of Time	Essential Functions
30%	Plans, organizes, and leads the efforts to develop, implement, and evaluate the GIFTS database system. Performs project management functions for large to medium sized IT projects that include application development as well as business processes. The SSS II primary responsibility as the lead project analyst for development, coordination, and implementation of the GIFTS database program and many highly complex IT projects. The incumbent will serve as the expert advisor for internal technical support maintaining and operating the *Network's* complex, centralized IT infrastructure. The *Network's* critical IT technical support functions include but are not limited to the creation, management, and maintenance of Network websites; database maintenance and development. Additionally, the SSS II will manage all online forms and surveys, data import/export, expand the use of the GIFTS database through training and development of functions and reports, and ensure the latest version of Microsoft Windows and Office is installed on computers and setting up unique applications such as File Transfer Protocol and GIFTS on all workstations.
30%	Plans, coordinates, and implements the ongoing improvement of a Branch-wide database of information consisting of over 4,000 contracts and subcontracts. Develops the automated input of data for up to 200 local contractors. Ensures the oversight of the budget module which exceeds $200 million. Leads Section team to adapt and use GIFTS software to generate management reports for USDA, Contract Managers, Program Managers and *Network* managers. Develops a comprehensive plan to incorporate over 1,000 spreadsheets and databases into to centralized databases. Provides the ability to electronically deliver time-sensitive State and USDA data into the Network's centralized data schema and provides the ability to format the data per State and federal guidelines.
25%	Performs complex analysis, coordination, documentation, and implementation functions related to the GIFTS software processing assignments and identifies potential processing problems. Provides assignment status and recommendations to management on problem resolution efforts. Provides internal IT technical assistance in support of the CDPH. Ensures compliance with all CDPH policies and procedures related to IT. Provides technical assistance to other units concerning future programmatic needs; data security; data integrity; data management; database design needs; budgeting and inventory of all IT and AV equipment, including specifications and adherence to State IT standards for that purchased by local contractors; and other related issues.
10%	Plans, directs and coordinates the activities of the GIFTS database. Validates complex systems changes by analyzing the GIFTS functional and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the

DUTY STATEMENT
Accounting Assistant II – Administrative and Fiscal Services Unit (K. Holmes)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the Program Administrator III – Supervisor, the Accounting Assistant II is responsible for the following duties:

40% Assistant to Program Director III, maintaining calendar, researching data for various projects, and other projects as requested. Coordinate agenda and take minutes at regularly scheduled meetings of the Administration/Fiscal Services Unit.

25% Coordinate with the Communications and Media Unit – Publications Manager to update and maintain the *Network's* online ordering system of nutrition education materials through the partner and cost recovery Web sites. Maintain, coordinate, and input user inventory allotments using advanced, multi-layer Excel spreadsheets. Develop new reports using Excel to report on allotments, inventory availability, usage, trends, and other data inputs as directed. Execute Purchase Orders for various in house purchases including but not limited to *Network* nutrition education reinforcement items.

15% Work as the primary point of contact for all users of the online ordering and cost recovery systems. Respond to inquiries received through the *Network*'s customer service email account. Oversee and facilitate communications through the warehouse and program staff. Maintain inventory quantities and ensure adequate quantity levels by informing *Network* Publications Manager when inventory is low and items are in need of replenishment. Track warehouse functions of receiving, distribution, storage, kitting, and invoicing. Maintain relationship with partners and keep track of partner's orders.

10% Process all accounts payable including receipts for PHI funded activities through the *Network*. Audit and post travel advances and in-state/out-of-state travel expense claims while assuring compliance with state travel guidelines. Track travel budget.. Audit and review all other (non-contractor) invoices and execute check requests to submit for signature, then payment. Facilitate the invoice payment process through the accounting office. Maintain equipment and materials inventory. Maintain routine files such as check requests, purchase orders, supplies, equipment information, travel claims, subcontractor/consultant agreements, and invoices.

5% Order and maintain inventory of office supplies for the administration unit and program units. Assure that staff has appropriate and adequate equipment and office furniture.

5% Perform other duties as required.

DUTY STATEMENT
Accounting Assistant III – Administrative and Fiscal Services Unit (J. Iorga)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the Contract Administrator II – Supervisor, the Accounting Assistant III is responsible for the following duties:

35% Process all accounts payable including receipts, match purchase orders with invoices, and approve payment of vendor invoices, travel claims, advances, subcontract payments, petty cash, and other similar transactions in a timely manner.

35% Research open invoices, contracts and purchase orders. Process payments by check request and invoice purchase orders; and maintain routine files such as check requests, purchase orders, supplies, vendor information, equipment information, travel claims, subcontractor/consultant agreements, and invoices.

10% Coordinate travel arrangements and facilitation of registrations and professional memberships for staff. Manage various databases including contracts, credit cards, and personnel. Facilitate purchasing and logistics of office equipment, general supplies and furniture. Coordinate software, ordering and inventory, licensing compliance, establishing leases on equipment. Negotiate hotel arrangements for section meetings.

5% Assist with all facets of conference planning, including identifying vendors, hotels and contract management, oversight of contractor duties and timeliness and scope of work negotiations.

10% Assist with the preparation of fiscal reports and annual budget; campaign budgets, business portion of plans to funding agencies and budgets for proposals. Assists with proposal reviews and analysis of bids from vendors. Miscellaneous administrative oversight including certificate of activities, compliance documents and HR forms.

5% Perform other duties as required.

DUTY STATEMENT
Administrative Assistant III - Administration and Fiscal Services Unit (D. Muncy)
***Network for a Healthy California (Network)* – Administrative Operations Section**
Public Health Institute

Under the direction of the Contracts Administrator II, Administration and Fiscal Services Unit, *Network for a Healthy California (Network)*, the Administrative Assistant III (AAIII) works with more than 150 *Network* staff, including assistance to the Cancer Control Branch (CCB) and the Center for Chronic Disease Prevention and Health Promotion (CCDPHP) when needed. Responsibilities range from maintaining material needs, organization of multiple rooms for storage of materials, repairs, and maintenance of equipment, assembly of office furniture and miscellaneous furnishings and equipment for *Network*, and as requested for CCB, CCDPHP. Responsible for distribution, delivery, and tracking of all incoming/outgoing mail and packages. Responsible for the development and updates of *Network* staff reference materials. Works with upper management to assist and complete a functional working office and storage space. Works directly with off-site vendors, sets up nationwide conference calls for all *Network* staff. Maintains and assists key point staff with video, audio and projector equipment for video conferencing. Specifically, the AAIII performs the following duties:

40% Provides inventory for the entire *Network* program, purchases all needed materials for all staff and provides ongoing maintenance of equipment (i.e., 48 printers, five copiers). Maintains organization of multiple rooms for storage of materials. Assembles office furniture and miscellaneous furnishings and equipment. Works with outside vendors to provide inventory, materials for conferences and meetings and courier services. Responsible daily for distribution, delivery and tracking of all incoming and outgoing mail and packages, using a tracking database. Also, maintains a database entry of all Contract Managers' Invoices.

40% Coordinates meetings and works with multiple units on special projects, assembles exhibits, and provides necessary documentation for all professional conferences, meetings, and preparation of trainings. Develops and maintains weekly updates of all *Network* staff reference materials, including staff lists, emergency home and cell contact numbers, routing slips. Responsible for developing and updating floor plans for the 4th, 5th , and 6th floors using Visio Software, develops and updates location maps for tracking all new and departed staff for all units. Also updates and maintains name plates for current staff and those who have moved or changed positions for both *Network* and Cancer Control Branch. Maintains and assists key point staff with video, audio and projector equipment for video conferencing.

10% Works with upper management to order, assemble, and locate needed furniture and decor items to assist and complete a functional working office. Works directly with off-site print vendors to obtain multiple copies of documents, binders, posters, and coordinates courier services, and office supplies. Sets up nationwide conference calls for the *Network's* monthly CDC DNPAO teleconference.

10% Other duties as required.

DUTY STATEMENT
Administrative Assistant III – Policy, Partnerships and Planning Unit; Nutrition Education Consultant Unit; Youth Engagement Project (M. Munyan)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Contract Administrator II, the Administrative Assistant III (AAIII) will provide administrative duties for three separate units: Policy, Partnerships and Planning Unit, Nutrition Education Consultants Unit (NECs), and Youth Engagement Project. AAIII position duties will include, but are not limited to document review, editing for compliance with *Network*, CDPH and PHI requirements and guidelines, photocopy and duplication, workflow management, meeting coordination, answer telephones, assist with projects and staff, prioritizes incoming and outgoing tasks by importance, timeliness, and sensitivity.

20% Responsibilities associated with the NEC Unit include maintaining interpersonal communication with internal and out-stationed NECs; ensuring timely distribution of communications, written and oral to all NECs, monitor and manage the timely submission and processing monthly and annual NEC reports, site visit and contract reports, ensuring that GIFTS reporting requirements are met and reports are filed appropriately. Maintain onsite NEC's Outlook calendars to ensure timely response to meeting requests and to schedule meetings with staff, both internally and externally. Monitor email for high priority requests during NEC absence from office, provide logistical support for scheduling bi-weekly NEC Calls, monthly individual NEC meetings, and quarterly NEC onsite meetings and provide note taking support, as needed. At the direction of the NECs, provides support for and maintains the School-based Nutrition Education Resource Library for the Network which also includes preparing announcements for staff on new resources and the updating of the related lists. Assists in the design of forms to gather school-related information and data and compiles this data in various forms by organizing and formatting the results for Network staff and partners.

35% Responsibilities associated with the Policy, Partnerships and Planning Unit are directly related to the coordination of the *Network* Annual Conference; these duties include, but not limited to: coordinating training room reservation; gathering and maintaining multiple large databases for sending individual and group invitations; developing and updating announcements, correspondences, letters, agendas, and emails while ensuring that they meet *Network* Guidelines; managing the collection of abstracts and award nominations through online submissions, process and format for final review by *Network* chiefs and managers; process and track state documents including Scheduling Requests, Director's Action Requests, Secretary's Action Requests, and Governor's Action Requests; work with the conference planner on other assignments as needed.

The AAIII also provides contribution to the *Network* Training needs by coordinating logistics including: reserving training space; organizing meals for trainings; advertising, monitoring, and processing registration; creating, editing, and broadcasting training announcements and advertisements; prepare and copy materials and hand-outs; and provide assistance for training sessions. Also AAIII as coordinator for *Network*

participation in many web based meetings that directly pertain to the objectives and interest of the *Network* staff. Responsibilities include, announcing events, scheduling.

25% Responsibilities associated with the Youth Engagement Project in addition to the responsibilities listed above, the AAIII assists the Youth Initiatives Consultant in all areas of the project. This includes the formatting of various documents, binders, posters, surveys, and reports as well as providing logistical support in coordinating trainings, youth forums, regional meetings, and conference calls. The AAIII maintains Youth Engagement Site Roster and youth alumni contact information. Maintaining communication with Youth Engagement Sites; ensuring timely distribution of communications, and corresponding for scheduling meetings, teleconferences, and face to face trainings.

15% As an Administrator for the *Network* WebEx Meeting Center Account, the AAIII has master controls for all system settings; assigns privileges to the dedicated hosts; as well as monitors usage to prevent excessive use that result in penalty charges. In addition the Administrator develops procedures, and resources for *Network* staff; develops training materials; and facilitates trainings for *Network* hosts as needed. As coordinator for the *Network* Master Calendar, the AAIII is responsible for bi-weekly updates to the Google Calendar, ensuring that events which are of interest to *Network* internal and regional staff, contracts, and partners are advertised and easily accessible.

5% Other duties as required.

DUTY STATEMENT
Administrative Assistant III – Communications Program (B. Ward)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the supervision of the PHI Contract Administrator II, and general guidance from the Office Services Supervisor II, the Administrative Assistant III (AAIII) will support the Communications Program within the *Network for a Healthy California (Network).* The AAIII duties will include, but are not limited to answering telephones, assist with projects and staff in the Communications Program. The AAIII performs back-up duties to all support staff; duties include but are not limited to ordering supplies, tracking inventory and ordering material using the online ordering system. Also schedules meetings and teleconferences. Specifically, the AAIII will perform the following duties:

45% Responsible for packaging and obtaining approval of all Media state documents. Editing to insure CDPH ABC standards are met. Assists the Publication Manager in coordinating and setting up photo shoots for media advertising. Editing, proofing, and packaging state documents, i.e. SAR's, GOAR's, DARs, CAR's for media approval, assist with Bill Analysis and Program Letters. The AAIII is responsible for scheduling rooms and meetings using the Microsoft Outlook software, assists with setting-up teleconferences and audio visual equipment. The AAIII is required to attend team meetings once a month, contributing ideas for up coming events, typing agenda items, and taking notes. Logistically prepare off-site re-branding seminars for Media staff, prepare logistics and agendas for Focus Study Groups, and assist the Media Unit in preparation for events and Media trainings. Maintain monthly tracking system for Media Communications Unit on meetings, off-site trainings, travel, etc.

20% Works directly with the Special Projects and Regional infrasturcture groups tracking all work orders on spreadsheet and distributes sign-off sheets for approval and signatures. Responsible for completion of all documents in a timely manner and maintain an Excel filing system. Assist with processing of invoices and the execution of work orders for the Communication/Media Contracts.

15% Lead in updating the *Network*'s Administrative Assistant's Reference Manual reviewing old and new documents to input and update. The reference manual is for 1) all clerical staff, 2) newly hired employees to read and review, 3) for staff and managers to use as a reference tool and guidance manual.

10% *Network* Media Library – Organize and maintain an Excel spreadsheet on Artwork File Project for the Graphics Unit/Media. Update, maintain and manage literature library with materials, cookbooks, and flyers for events as requested by partners and regions including the *Network*. Responsible for NERI items and keeping information and materials updated and stocked with new printed items and replenish all other inventory when necessary. Provide as a back-up on re-ordering inventory items required for meetings and conferences. Update and maintain binders on all publications, CD's; with hard copies, tag as name and control number file folder, maintaining files and updating Excel spreadsheet.

10% Perform other duties as required or necessary, including responsible for the role of a resource person to answer questions for *Network* clerical staff and other *Network* staff. Assist in proofreading and editing state documents, letters, and package in folder for approval signatures and track the approval process. Use as resource person to help other clerical staff maintain a balance on workloads. Upcoming action item is to initiate from inception a binder on State Documents interfacing closely with the Branch Office admin compiling tips and updates on latest changes on all state documents and letters.

DUTY STATEMENT
Contracts Administrator I – Special Projects & Regional Infrastructure Unit
(C. Pirruccello)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general guidance from the Staff Services Manager I (SSM I) of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, Administrative Operations Section, the Contracts Administrator I is responsible for providing personnel support and drill coordination to the Section. Specifically, the CA I will perform the following duties:

80% Prepare personnel documents for recruitment of new hires, transfers, promotions, reclassifications, etc. for the *Network*. Oversees preparation of Request for Personnel Actions (RPAs) and related personnel documents. Develops duty statements, organization charts, freeze exemptions, reclassification justifications and other documentation required by Personnel. Creates interview panels, develops interview questions, and works closely with the Branch Administrative Assistant and the Personnel Section as necessary on related issues. Assist with *Network* personnel transition plan to convert certain PHI employees to state employment.

15% Coordinate and track drills assigned by Branch, Division, Budgets, Accounting, Contracts and other departments. Work with SSM I to clarify assignment and to triage drill to appropriate person to respond. Update drill tracking log to ensure responses are timely and deadlines are met. Check with person that is assigned a drill prior to deadline to ensure timely completion. Forward completed drill to SSM I to review and then to Branch with copies to Section Chief and supervisor. Place completed drill in Outlook folder.

5% Perform other duties as assigned.

DUTY STATEMENT
Contracts Administrator II – Administrative and Fiscal Services Unit (S. Black)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the Program Administrator III and the general direction of the PHI Network Director, the Program Administrator I (PA I) provides support for contracting processes, technical assistance, and oversight of the scope of work for a master contract. The position requires knowledge of contract management, PHI Network's Master Contract, and all applicable regulations and policies. Also requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, strong organization skills. Position is also responsible for supervision of Network Administrative Assistants and temporary staff serving in administrative assistant roles. Duties include but are not limited to:

10% Assists with the development of competitive bidding processes, including Request for Proposals (RFPs), Request for Applications (RFAs) and Intention to Bid (ITB). Knows parameters defining when and how competitive bids vs. sole source justification apply, and proactively initiates processes to ensure smooth and timely implementation of new contracts. Participates in the review and scoring of bids and proposals received, as well as the recommendation and/or selection of subcontractors. Provides training as necessary to contractors/grantees on federal , state and PHI program requirements.

30% Works with Network Program and Contract Managers to develop, negotiate, implement, and monitor subawards and consulting agreements associated with *Network* programs in accordance with all applicable policies and regulations. Works directly with third-party public and private subcontractors. Reviews subcontracts for accuracy and completeness, including contract scopes of work, budget mathematical computations and logical premises, appropriateness, relevance and allowability to PHI Network under the terms of its Master Contract

20% Reviews invoices received from vendors under contract to PHI Network for completeness, accuracy, and conformity to contract terms and all applicable policies and regulations. Serves as first point of contact between Admin & Fiscal Services and subcontractors/consultants; especially liaising with them on behalf of the department and the Network generally on invoice requirements and vendor payment status and related issues. Intervene as necessary to ensure vendors are submitting invoices promptly, punctually and regularly.

20% Provides supervision of Network administrative assistants, including basic supervision, goal setting, coaching & development, payroll approval, attendance monitoring, evaluation and disciplinary intervention as needed. Coordinate temporary admin assistants on the same issues. Liaise with state OT supervisor for cross coverage coordination.

10% Tracks and monitors process performance, providing regular or ad hoc reports and other analyses as needed. Assists with the maintenance and communication of department policies and procedures, and contributes ideas that improve quality and efficiency.

5% Supports PA III with planning, budgeting and other duties.

5% Performs other duties as required.

DUTY STATEMENT
Development Specialist I – Policy, Partnerships and Planning Unit (M. Ely)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Development Specialist III (DSIII) of the *Network for a Healthy California (Network)*, the Development Specialist I (DS I) will provide planning, program development, and technical assistance support to nutrition and physical activity projects at the state, regional, and local levels. The DS I will assist in promoting *Network* goals and objectives through the Partnerships Development Infrastructure, including the *Network* Statewide Collaborative (NSC), NSC Subcommittees, Regional Collaboratives, and advisory committees by supporting the coordination and collaboration of external partners from across government, community-based non-profit organizations, advocacy groups, and private industry. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

30% Assists the Unit Lead to maintain effective coordination between *Regional Network* Lead Agencies, Regional Collaborative, Local Incentive Awardees, Local Food Nutrition Education projects and other Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and external partners by providing assistance in planning and staff support for the *Network* State-wide Collaborative (NSC). The DS I will take the lead on facilitating and coordinating select NSC subcommittees.

25% Maintains, facilitates, and assesses *Network* relationships with partners or potential partners in public, nonprofit, and private sectors for long-term participation and collaboration on SNAP-Ed program and activities. Works with the Unit Lead to maintain effective coordination between *Regional Network* Lead Agencies, Regional Collaboratives, Local Incentive Awardees, other SNAP-Ed projects and external partners by providing planning and staff support for the operation of the NSC, subcommittees, and advisory committees.

20% Assists HPS II and DSIII with performing critical nutrition and physical activity program analysis and preparing a wide variety of program, technical, and scientific communications, briefs, reports, memos, presentations, and responses to program correspondence.

20% Program manager for special project and leadership contracts. This involves reviewing and negotiating project work plans and subcontracts, and monitoring project performance.

5% Performs other duties, as required.

DUTY STATEMENT
Development Specialist II (DS II) – LFNE/Outreach (V. Sanderford-O'Connor)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general guidance from the Health Program Manager II, Chief, Program Development Section of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Development Specialist II will serve as the unit lead for Partnership Development for the *Network for a Healthy California*. The lead will develop and maintain Local Food and Nutrition Education Channel (LFNE) infrastructure, including oversight on the scope of work and programmatic concerns related to LFNE subcontracts; fostering new partnerships to create a strong, sustainable LFNE channel. This includes ongoing communication and coordination with Co-chairs and committee members of the Local Food and Nutrition Education Action Committee members, Regional Networks and *Network* Steering Committee members, and *Network* staff to provide a conduit that bridges LFNE and overall *Network* programs and goals. Partnership Development will also include organizing and facilitating three Local Food and Nutrition Education Action Committee (LFNEAC) meetings per year that includes inviting guest speakers relevant to current topics and goals, creating awareness concerning specific LFNE topics, a forum to share project and specific LFNE contract updates and successes; maintaining ties to other *Network*-funded projects through presentations and updates at Regional Networks, *Network* Steering Committee, and *Network*-funded trainings and meetings; and fostering and uniting current and new partnerships relevant to Local Food and Nutrition Education issues. Also, participation as Senior Staff representative for Partnership Development related to LFNE channel.

30% Manage scope of work and programmatic concerns related to the LFNE contracts, working with the *Network* Research and Evaluation Team and research consultants; communication/triage for additional resources and staff, and directing contractors to *Network* staff, including research and evaluation, Regional Nutrition Education Coordinators, communications team for Nutrition Education Reinforcement Items (NERI), and other *Network* resources.

20% Provide oversight of the FNEAC, including facilitation, inviting guest speakers, meeting coordination, and partnership development, which includes planning and coordinating three meetings per year and participating in other meetings that tie to FNEAC-related activities, and seeking new partners to support this channel.

15% Provide program and technical consultation for the LFNE contracts, managing the Request for Application process (every other year), USDA inquiries, and other point of contact/communication issues. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of LFNE projects.

10% Assist in the development of the Request for Applications and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and

regulations are incorporated. Reviews and completes assessment of submitted applications. Negotiates and recommends approval of contracts.

10% Working independently or with others as assigned, perform research, conduct surveys and interviews, compile and interpret data, develop recommendations, and present clear reports of findings both orally and in writing related to LFNE projects and the FNEAC. Utilize project management skills to complete LFNE projects. Timely and accurately complete special projects as assigned. Maintain a work plan to track progress on project assignments. Provide weekly updates to unit manager. Notify unit manager and/or applicable person when sensitive or controversial issues arise, and/or as soon as it's apparent that agreed upon deadlines cannot be met.

5% Represent LFNE channel for Network at state level meetings and conferences that pertain to hunger and food access and food stamp promotion, such as Food Stamp and Nutrition Education Outreach and Participation (FANOUT), *Network* Joint Steering Committee and Electronic Benefit Transfer (EBT) Farmers Market Advisory Group.

5% Assist in writing case studies, narratives, and journal articles for this channel and/or other aspects of the *Network*.

5% Performs other duties as assigned.

DUTY STATEMENT
Development Specialist II – Policy, Partnerships and Planning Unit (Vacant)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Development Specialist III (DSIII) of the *Network for a Healthy California (Network)*, the Development Specialist II (DSII) will provide planning, program development and technical assistance support to nutrition and physical activity projects at the state, regional, and local levels. The DSII will assist in promoting *Network* goals and objectives through the Partnerships Development Infrastructure, including the *Network* Statewide Collaborative (NSC), Regional Collaboratives and advisory committees, by supporting the coordination and collaboration of external partners from across government, community-based non-profit organizations, advocacy groups, and private industry. This position handles complex tasks with the application of strong writing, communication and coordinating skills. Duties include:

30% Works with the Development Specialist III to maintain effective coordination between *Network* partners such as Regional *Network* Lead Agencies, Regional Collaboratives, Local Incentive Awardees, Local Food Nutrition Education projects, and other *Network* special projects and external partners by providing assistance in planning and staff support for the *Network* Executive Committee. The DSII will take the lead on facilitating and coordinating assigned advisory committee(s). The DSII provides specialized support for health disparities, food security, food access, and supplemental nutrition program issues and activities.

30% Maintains, facilitates, and assesses *Network* relationships with partners or potential partners in public, nonprofit, and private sectors for long-term participation and collaboration on SNAP-Ed program and activities, especially with healthcare and food security partners. Works with the DSIII to maintain effective coordination between *Regional Network* Lead Agencies, Regional Collaboratives, other SNAP-Ed projects, and external partners by providing planning and staff support for the operation of the *Network* Statewide Collaborative and assigned advisory committee(s).

15% Serves as program manager for assigned special project contracts. This involves reviewing and negotiating project work plans and subcontracts and monitoring project performance.

10% Assists DSIII with performing critical nutrition and physical activity program analysis and preparing a wide variety of program and technical communications (such as briefs, reports, memos, presentations, and responses to program correspondence).

5% Performs other duties, as required.

DUTY STATEMENT
Development Specialist II – Policy, Partnerships and Planning Unit (J. Herrera)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Development Specialist III (DSIII) of the *Network for a Healthy California (Network)*, the Development Specialist II (DSII) will provide planning, program development, and technical assistance support to nutrition and physical activity projects at the state, regional, and local levels. The DSII will assist in promoting *Network* goals and objectives through the Partnerships Development Infrastructure, including the *Network* Steering Committee (NSC), NSC subcommittee, Regional Collaboratives, and advisory committees by supporting the coordination and collaboration of external partners from across government, community-based non-profit organizations, advocacy groups, and private industry. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

35% Provides staff support for program development, partnership activities, and effective coordination between *Regional Network* Lead Agencies, Regional Collaborative, Local Incentive Awardees, Local Food Nutrition Education projects and other Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and external partners, e.g., providing staff support in planning and staff support for the SNAP-Ed *Network* Steering Committee. The DSII will facilitate and coordinate select NSC subcommittees.

30% Manages selected *Network* Leadership projects to ensure successful accomplishment of objectives. Oversees completion of scope of work activities and adherence to state guidelines. Participates in establishing contracts and provides on-going contract oversight in collaboration with staff from other units and/or sections. Oversees programmatic activities and develops progress report analyses. Coordinates and implements internal systems to promote streamlined communications and efficient contract management

20% Assists HPSII and DSIII with performing critical nutrition and physical activity program analysis and preparing a wide variety of program, technical, and scientific communications, briefs, reports, memos, presentations, and responses to program correspondence.

10% Maintains, facilitates, and assesses *Network* relationships with partners or potential partners in public, nonprofit, and private sectors for long-term participation and collaboration on SNAP-Ed program and activities.

5% Performs other duties, as required.

DUTY STATEMENT
Development Specialist III – Policy, Partnerships and Planning Unit (S. Navarro)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the PHI Program Director III, with day-to-day guidance from the Chief of the *Network's* Policy, Planning and Partnership Section, and in consultation with other *Network* managers and unit leaders, the Development Specialist III (DSIII) advances the *Network's* mission and objectives for fruit and vegetable consumption, physical activity, food security and obesity prevention among low-income California families. The DSIII leads the development, implementation, and evaluation of strategies and annual action plans to advance the Network Statewide Collaborative, leadership and training projects, and mission-based public/private partnerships. The DSIII also analyzes the impact of emerging public policies related to nutrition education and physical activity, provides staff supervision, and secures resources to further the mission. Specifically, the DSIII:

25% Leads and represents the 200-member *Network* Statewide Collaborative to maximize the collective impact of statewide, regional and local partnerships and mission-based programs through its Executive Committee, Action Teams, 11 Regional Collaboratives, and other stakeholder groups such as the Food Assistance, Nutrition and Outreach Committee (FAN-Out), the California Farm-to-School Task Force, the California School Garden Network, and County Nutrition Action Partnerships (C-NAPs).

25% Provides leadership for initiating and overseeing the planning, implementation, and evaluation of the *Network's* PHI-administered leadership and training projects*;* and manages a team of PHI professionals in the Policy, Partnerships and Planning Unit.

20% Provides leadership in establishing new, sustainable organizational partnerships as well as maintaining existing partnerships in key intervention channels of the non-profit, business, philanthropic and government sectors in line with the *Network's* strategic and annual state plans.

15% Represents the *Network* to external bodies, tracking trends, providing technical support, and making recommendations in the areas of food, agriculture and other mission-based policy, federal nutrition programs, food systems in low-income communities and institutions, and disparities.

10% Develops resources, including new and redirected funding streams at the state, regional, and local levels, for the improvement, growth, and development of community and organizational initiatives; develops annual action plans and reports to funders; and produces resource materials, position papers, and other articles for publication, as required.

5% Other duties as required.

DUTY STATEMENT
Evaluation Specialist II – Research and Evaluation Unit (Vacant)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under the supervision of the Research Scientist II, the Evaluation Specialist II (ESII) is responsible for developing and implementing a variety of evaluation activities related to a multi-program, multi-site statewide food stamp nutrition education campaign, including implementing an evaluation plan of *Network for a Healthy California (Network)* activities; training staff and contractors on evaluation theory, criteria and expectations; analyzing evaluation data; and documenting evaluation results. The ESII works as part of the research team to maintain theoretical consistency between statewide evaluation design and program implementation. This position will work with program managers and external advisors to: determine training and technical assistance needs of local grantees and assist them develop and refine their food stamp nutrition education intervention and evaluation strategies; develop and conduct training and technical assistance for grantees on assessment and self-reflection for quality improvement and program implementation; refine and coordinate data tracking systems, databases, data collection, and data analysis for on-going feedback from multiple grantee sites; review and synthesize key themes, outcomes, and lessons from evaluation and project activities; provide analysis for quality improvement of partnership technical assistance and grantee support; develop written analyses, resource documents, case studies, reports and literature reviews; work in concert with program directors and staff on cross-disciplinary activities and events; coordinates USDA progress reporting for evaluation staff; and leads new evaluation staff orientation and training. Specific duties include:

40% Leads planning, TA, and monitoring of impact evaluation of large-scale *Network*-funded projects. Acts as evaluation liaison with *Network*-funded partners to provide input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for food stamp nutrition education projects to assess the extent and suitability of evaluation measures proposed or already in place. Identifies validated instruments for evaluation of *Network* objectives. Works on the development and maintenance of the theoretical evaluation framework and coordinates it with development of evaluation and assessment materials.

10% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.

15% Provides support for special internal projects of the *Network*, such as development and testing of new food stamp nutrition education interventions.

15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging evaluation issues.

5% Works to identify and/or develop appropriate assessment measures for regional program aspects of *Network* projects, including coordination within the state Regional Network evaluation model; Acts as evaluation liaison for two Regional Network contractors.

10% Prepares evaluation reports, and presentations for health, education, and human services professionals, staff, funders, and lay audiences on food stamp nutrition education findings from *Network* FSNE evaluation projects.

5% Other duties as required

DUTY STATEMENT
Health Educator III – Community Development Unit B (L. Hall)
***Network for a Healthy California* - Program Development Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general guidance from the Public Health Nutrition Consultant III Supervisor, of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network).* Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.

15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposal.

10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.

10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator III – Community Development Unit A (K. Miller)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general guidance from the Public Health Nutrition Consultant III Supervisor, of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network).* Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.

15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.

10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator III - Fruit, Vegetable, & Physical Activity Campaigns (M. Coordt)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general supervision of the Health Educator IV, Physical Activity Integration Program, within the *Fruit, Vegetable, and Physical Activity Campaigns Unit,* the Health Educator III (HEIII) contributes to the success of the *Network for a Healthy California,* Physical Activity Integration Program, a project targeting low-income women and their families and focused on integrating nutrition and physical activity resources in their communities. One of the overall goals of the *Network for a Healthy California (Network)* is to promote and increase physical activity to the levels recommended by federal guidelines. The HEIII will manage selected regional contracts providing technical assistance and training to ensure successful completion of the Physical Activity Integration components of the Scope of Work. The HEIII will assist in the planning and implementation of *Regional Network* meetings and trainings, as well as work with the Physical Activity Integration Program manager and Research and Evaluation Unit staff to determine evaluation needs and appropriate methods and to conduct and report results of evaluation activities. The HEIII will provide technical assistance to other projects within the *Network* and sister programs in the Department to assist with integrating physical activity programs with nutrition education and will consult and assist other units of the *Network* to add physical activity promotion components to campaigns and programs. The HEIII is responsible for staying informed about the latest literature and research pertaining to the integration of nutrition, physical activity, and public health. Specifically, the HEIII:

40% Manages the Physical Activity Integration Program components of selected regional contractors. Provides technical assistance to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms. Participates in the planning and execution of *Regional Network* meetings and training sessions, including face-to-face meetings and monthly teleconferences or webinars. Develops technical assistance tools for regional use. Collaborates with other *Network* staff to provide oversight within designated regions.

20% Provides technical assistance to other projects within the *Network* and sister programs in CDPH to assist with integrating physical activity programs with nutrition education, including the *Network* Community Development Units, Nutrition Education Consultants, Communications Unit, and other campaigns and programs of the Fruit, Vegetable, and Physical Activity Campaigns Unit.

20% Participates in development and updating of physical activity materials and messages. Provides content revisions and coordination of translation for a variety of program materials for adult intermediaries, parents, and children. Provides expert review of the physical activity content for materials developed by other *Network* programs and by the *Regional Networks*. Stays informed about the latest literature and research pertaining to the integration of nutrition, physical activity, and public health. Prepares reports, requests for proposal, invitations to bids, and other professional documents.

10% Contributes to the successful planning and execution of program evaluation activities, including formative, process, and impact/outcome evaluation. Works with the Physical Activity Integration Program manager and Research and Evaluation Unit staff to determine evaluation needs and appropriate methods and to conduct and report results of evaluation activities. Co-authors articles for submission to journals and other professional publications.

5% Performs other duties as required

DUTY STATEMENT
Health Educator III (Spanish Translation) - Communications Program (S. Navarro)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general guidance from the Health Program Specialist I (HPS I), of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Health Educator III (HEIII) will oversee written translations from English to Spanish and Spanish to English, of general, technical, or scientific informational materials on nutrition and physical activity education for food stamp eligible persons in California; and to do related work aimed at improving the health of low- income families through increased consumption of fruits and vegetables and increased physical activity. The HEIII will ensure the continued success of Spanish translated materials for community-based programs that implement social marketing campaigns to promote healthy eating, physical activity, and food security among food stamp recipients and other eligible, low-income populations. Other responsibilities will include preparing Spanish nutritional informational materials; overseeing the *Network's* outside translation firm; expanding Spanish-speaking consumer empowerment components of the *Fruit, Vegetable and Physical Activity Campaigns*; maintaining translation Glossary of common terms and phrases; coordinating workgroup meetings, trainings and presentations as needed; provide leadership and guidance on the cultural appropriateness and effectiveness in relation to Spanish nutrition education to the Latino Community in California; and do other related work while adhering to USDA guidelines.

40% Oversees the process of the written Spanish translations of general, technical, and scientific material developed by CPNS staff and translated by the Network's contracted translation firm; reviews, edits and approves material that is written in English and translated into Spanish language using agreed upon idiomatic expressions and *Network* Spanish glossary; oversees the work of the translation firms as well as other translators and provides nutrition expertise in the review, approval, and monitoring of *Network* Spanish materials for implementing and promoting nutrition education and physical activity to Spanish speaking populations in California.

30% Provides *Network* with Spanish language and cultural appropiate expertise used for communications, materials development and usage and translation (this includes public speaking and media interviews); as team member with multi-disciplined staff working in various programs. Provides leadership on translation related issues to *Network* management and partners to ensure successful accomplishment of *Network* objectives; assesses needs and advises others regarding Spanish informational materials that may be needed.

10% Abstracts and formats nutrition education materials to be understood and used by food stamp eligible, Spanish speaking persons; reviews materials for their comprehensibility; provides technical assistance to contractors, *Network* internal projects and subcontracts with Spanish language/cultural adaptation/appropiate activities and collaterals; reviews and help in the development of Spanish language materials for press release, media advisory, proclamations, web content, etc.

10% Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the Spanish field of nutrition education and social marketing; participates with *Network* staff with the completion of the annual *Network* plan submitted to USDA.

5% Reads, edits and translates from English to Spanish language or from a Spanish language to English articles for publication in departmental, professional, and technical journals; coordinates the preparation of materials with funded and partner organizations; assists with a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

5% Other duties as assigned

DUTY STATEMENT
Health Educator IV – Regional Operations and Training Unit (Vacant)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the PHI Program Director III, with general guidance from the Policy, Planning and Partnership Section Chief, the Health Educator IV (HE IV) is responsible for the development, implementation, coordination, and promotion of health/nutrition education as an integrated component of a coordinated school health system in low resource school districts working with the *Network for a Healthy California (Network).* Working under the guidance of the Health Program Specialist II, and in partnership with other members of a multi-disciplinary team, the HE IV will provide leadership, expert guidance, and mentoring to build the capacity of the regionally-based Nutrition Education Consultants (NECs), program staff and sister agencies working with schools, after school programs, and other youth-serving agencies. The HE IV will work to ensure the continued success of the school-based programs by providing guidance on evidence based strategies, educational theory, practices and pedagogy and ensure consistency with the policies and practices of the California Department of Education. Specifically; the HE IV performs the following duties:

40% Provides leadership and technical assistance in the development, implementation and evaluation of sustainable effective school-based nutrition education strategies, resources and programs. Priority focus is given to K-12 students and school-based educators/instructors with appropriate referrals provided to agencies working with early childhood and parent populations. Provides leadership in the development of standards and their application in the review, evaluation, and implementation of curricula, instruction materials, tools for assessment and evaluation, policies and other resources for use in schools to facilitate health school nutrition environments and support appropriate policy changes.

40% Builds capacity of the regionally-based Nutrition Education Consultants (NECs), program staff and others working with schools, after school programs, and other youth-serving agencies to advance the utilization of effective nutrition education strategies and promote sustainable school-based policies and programs. Provides technical review and guidance on educational theory, practices, strategies and pedagogy to *Network* staff working with programs targeting children and youth that will advance the utilization of effective nutrition education strategies and will promote sustainable school-based policies, practices, and programs.

10% Develops and maintains a variety of partnerships, in collaboration with appropriate *Network* staff, with public and private entities at the state level and throughout the regions to assist with implementation of sustainable public health approaches that include the role of the school system. This includes, but is not limited to state and local health departments, California Department of Education, California Department of Food and Agriculture and non-profit health organizations. Promotes national and state initiatives, such as Let's Move, HealthierUS School Challenge and the Alliance for a Healthier Generation's Healthy School Program.

5% Participates in a variety of workgroups and action teams to achieve desired regional outcomes. Represents the *Network* at local, regional, and/or statewide meetings, task forces, work groups, planning bodies, trainings and conferences.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator IV – Regional Operations and Training Unit (Vacant)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the PHI Program Director III, with general guidance from the Policy, Planning and Partnership Section Chief, the Health Educator IV (HE IV) is responsible for the development, implementation, coordination, and promotion of the Youth Engagement Initiative as an integrated component of the *Network for a Healthy California (Network).* Working under the guidance of the Health Program Specialist II, and in partnership with other members of a multi-disciplinary team, the HE IV will provide leadership, expert guidance, and mentoring to build the capacity of the Local Incentive Awardees, partners, contractors and sister agencies working with schools, after school programs, and other youth-serving agencies, targeting the middle and high school populations. The HEIV will work to ensure the continued success of the *Network's* Youth Engagement Initiatives by providing guidance on evidence based strategies, education and youth development theory, practices and pedagogy and ensure consistency, when possible, with the policies and practices of the California Department of Education. Specifically; the HEIV performs the following duties:

40% Provides leadership, training and technical assistance in the development, implementation and evaluation of sustainable and effective youth engagement strategies, resources and programs. Priority focus is given to grade 6-12 students and school-based educators/instructors with appropriate referrals provided to agencies working with youth ages (12-18) and parent populations. Provides leadership in the development of tools, resources and materials for the youth engagement initiative. In addition, reviews policies and resources for use in schools and within youth serving agencies to support and facilitate support appropriate policy changes.

30% Builds capacity of the Program Managers, our Local Incentive Awardees and other *Network* staff working with schools, after school programs, local health departments and other youth-serving agencies to advance the utilization of effective youth engagement strategies and programs. Provides technical review and guidance on youth development theory, practices, strategies and pedagogy to *Network* staff working with programs targeting youth (ages 12-18) that will advance the utilization of effective youth engagement strategies and will promote sustainable policies, practices, and programs.

20% Develops and maintains a variety of partnerships, in collaboration with appropriate *Network* staff, with public and private entities at the national and state level -- and throughout the regions to assist with implementation of sustainable public health approaches that impact the youth population. This includes, but is not limited to state and local health departments, local school districts, California Department of Education, California Department of Food and Agriculture and non-profit health organizations. Promotes national and state initiatives, such as Let's Move, HealthCorps, Healthier US School Challenge, and The California Center for Civic Participation's Statewide Youth Board on Obesity Prevention, The California Endowment's Building Healthy Communities and the Alliance for a Healthier Generation's Empower ME! Program.

5% Participates in a variety of workgroups and action teams to achieve desired regional outcomes. Represents the *Network* at local, regional, statewide and national meetings, task forces, work groups, planning bodies, trainings and conferences.

5% Performs other duties as required.

DUTY STATEMENT

Health Educator IV (*African American Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (R. Garrow)

Network for a Healthy California – Policy, Planning and Partnership Section

Public Health Institute

Under the supervision of the Marketing Manager I, *Network for a Healthy California–African American Campaign* (*Campaign*), the Health Educator IV (HEIV) contributes to the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of African American families through increased consumption of fruits and vegetables and levels of physical activity. The HEIV provides technical expertise to community-based programs by guiding ongoing social marketing campaigns to promote healthy eating, physical activity, and food security among African Americans who are currently, likely, or potentially-eligible for the Supplemental Nutrition Assistance Program because their household income falls below 185% FPL. Responsibilities will include integration of nutrition and physical activity education into community and faith-based outreach strategies and tools; acting as the programmatic lead on formative and impact evaluation projects; research and pilot testing of new channel interventions; strengthening existing campaign components, including written materials; identifying, establishing, and maintaining internal and external partnerships; expanding consumer empowerment components of the campaign; managing outside vendors and subcontractors, as needed; and planning and coordinating meetings and trainings. Specifically, the HEIV performs the following duties:

25% Provides program oversight for the *African American Campaign* activities of the *Regional Network* agencies and Faith Project contracts to ensure successful accomplishment of objectives, appropriate implementation of the scope of work activities, and adherence to state and federal guidelines. In collaboration with the *Children's Power Play! Campaign*, *Latino Campaign*, *Retail Program*, *Worksite Program*, *Regional Network*, Partnership, Research, and Communication staff, the HEIV works to establish local contracts and provide on-going contract oversight. Duties include, but are not limited to: reviewing programmatic activities, contract reporting and oversight, and coordinating and implementing internal systems to promote streamlined communications and contract management.

15% Works to advance the research base on proven-effective model interventions focused on nutrition and physical activity to reduce the rates of chronic disease affecting the health of African Americans. Provides programmatic leadership, in coordination with the *Network*'s Research and Evaluation Unit, for various qualitative and quantitative nutrition/physical activity research projects (e.g. focus groups, literature reviews, pilot tests, etc.) that aid in the development and formal evaluation of the *Campaign*. Participates in the design, implementation, and analysis stages of *Campaign* research. Contributes to scientific publications reporting the results of research and evaluation projects.

15% Strengthens existing *Campaign* components and develops new culturally-sensitive components, including educational and promotional materials. Provides expertise in public health and health education theory and practice. Participates in content development, including writing materials for consumers and intermediaries. Incorporates the distinct features of African American culture into the adaptation of services and health education materials to meet culturally-unique needs. Draws upon past experience to address and manage the challenges and opportunities encountered through cross-cultural relations and the dynamics that result from cultural differences. Demonstrates cultural competency through a knowledge of the nutrition and physical activity related beliefs, cultural values, history, contemporary issues, current structures, practices, and important players in the African American population. Pursues and participates in trainings and/or educational opportunities in order to keep the *African American Campaign* abreast of the most current interventions, trends, and/or practices adversely or positively affecting California's African American population.

15% Builds capacity of the *Regional Networks* and Faith Projects to successfully implement social marketing and environmental change promotion strategies to continuously improve regional interventions and evaluation measures. Develops and implements training on working with African American audiences for *Network*-funded agencies (e.g. Local Incentive Awardees, Local Food and Nutrition Education agencies, *Regional Networks*), and partners to improve regional implementation and impact of nutrition and physical activity interventions for African Americans. Collaborates with appropriate *Network* staff in developing and implementing strategies to sustain the *Campaign* within the regions.

15% Identifies, establishes, and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations that serve and benefit the African American community. Manages special partner projects focused on enhancing activities targeted to low-income African American families. Represents the *Campaign* to the public, including planning and conducting presentations at conferences, seminars, and meetings and participating in professional organizations and advisory groups.

10% Coordinates projects with outside consultants and subcontractors, including solicitation of bids, awarding of contracts, development of contract scopes of work, and maintaining day-to-day contact and administrative and fiscal oversight of contractor work to ensure successful completion of contract requirements.

5% Other duties as required.

DUTY STATEMENT
Health Educator IV – Fruit, Vegetable, and Physical Activity Campaigns (K. Streng)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Program Administrator III, Fruit, Vegetable, and Physical Activity Campaigns (FVPA) Unit, the Health Educator IV (HEIV) is responsible for the development, planning, coordination, implementation, and evaluation of the *Network*'s *Harvest of the Month* (*HOTM*) program. *HOTM* is a statewide nutrition education program targeting children and families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed) and is designed to increase fruit and vegetable consumption and physical activity levels. The HEIV ensures that all program elements are scientifically accurate, based upon evidence-based public health approaches, and adhere to strong communications and social marketing principles. The HEIV oversees the development of program materials, intervention methods, distribution mechanisms, training and technical assistance to contractors and partners, and evaluation. The HEIV also identifies, develops, and maintains partnerships with public and private entities, including produce industry representatives such as commodity boards, produce growers and distributers, and food retailers. The HEIV works as a member of a multi-disciplinary, matrix-type team and collaborates across multiple Units and Sections to ensure successful delivery of nutrition and physical activity education. The HEIV participates as a member of the *Network*'s Nutrition and Standards Guidelines Team and provides nutrition expertise to other FVPA Unit staff and *Network* programs. The HEIV represents the *Network* at conferences and professional meetings and recruits organizations to endorse, adopt, and/or adapt *HOTM* and other *Network* programs. The position requires handling complex tasks simultaneously, outstanding project management and organization abilities, excellent written and oral communication skills, and highly effective interpersonal communication skills. Specifically, the HEIV performs the following duties:

30% Responsible for strategic, programmatic, and administrative planning, implementation, oversight, and evaluation for the *HOTM* program. Ensures that *HOTM* meets the needs of local projects and partners to the extent possible, thereby minimizing the need for local development and adaptation. Determines impact of any changes to funding guidance and provides leadership in applying appropriate changes to the program. Develops annual plans and reports to funders, develops and monitors budgets, monitors and assumes responsibility for meeting objectives, and oversees the work of subcontractors and consultants. Collaborates with the Research and Evaluation Unit to ensure appropriate formative, process, and impact evaluation of *Harvest of the Month* is carried out and applied to future program direction.

25% Develops, tests, revises, disseminates, and evaluates a variety of nutrition and physical activity educational materials and training materials for use at the state, regional, and local levels. Maintains extensive knowledge of the nutritional benefits of fruits and vegetables, as well as a background on current dietary recommendations and nutrition guidance and strategic plans from federal, state, and professional groups. Researches and applies public health and health education theory and practice and its application to the Unit's campaigns and programs.

20% Develops, maintains, and expands internal and external partnerships with public and private organizations that implement nutrition, physical activity integration, and obesity prevention education. Collaborates closely with other *Network* programs, particularly the Community Development Units, *Children's Power Play! Campaign*, and other groups conducting nutrition-education for children. In coordination with the *Retail Program*, develops and maintains partnerships with public and private entities, including produce industry representatives such as commodity boards, produce growers and distributers, and food retailers. Successfully maintains relationships with key stakeholders and stakeholder groups and represents the *Network* on advisory and working groups. Recruits organizations to endorse, adopt, and/or adapt *Harvest of the Month* and other *Network* programs and assists in the expansion of the program into new channels. Participates as a member of the Children and Youth Coordinating Committee. Represents the *Network* at conferences and professional meetings.

10% Develops and disseminates technical assistance tools and plans and implements trainings for *Network* contractors and partners. Collaborates with the *Network*'s Community Development Units to strengthen the effectivness of local projects' *HOTM* activities, including activities intended to improve children's fruit and vegetable-related knowledge, attitudes, and behaviors; connections with the school cafeteria; parent education and involvement; community involvement; and activities intended to create school environments that support fruit and vegetable consumption. Ensures the maintenance of the *Harvest of the Month* web pages to provide access to the *Harvest of the Month* materials to a wide variety of organizations.

10% Participates as a member of the *Network*'s Nutrition Standards and Guidelines Team. Provides nutrition-related technical expertise to other members of the FVPA Unit and to other *Network* programs. Conducts nutrition analysis of foods and recipes.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator IV, Physical Activity Integration Program –
Fruit, Vegetable, and Physical Activity Campaigns (E. Abercrombie)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general supervision of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit, Network for a Healthy California* (*Network*), the Health Educator IV (HEIV) provides leadership for the successful integration of physical activity strategies, tactics, messages, and activities into the *Network.* The HEIV is responsible for the strategic, programmatic, and administrative planning and oversight for the Physical Activity Integration Program. The HEIV provides physical activity expertise to the *Network's* state-level staff in order to integrate accurate and audience-appropriate physical activity components into its social marketing campaigns, advertising, nutrition education materials, and activities within the parameters of USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed) guidance. The HEIV provides leadership for the physical activity-related Scope of Work activities of 11 *Regional Network for a Healthy California* contractors, including development and oversight of programmatic requirements, program-related technical assistance and training to contract staff, and evaluation of contract activities. The HEIV develops, maintains, and expands internal and external partnerships with public and private organizations and represents the *Network* on advisory and working groups. The HEIV maintains extensive knowledge of biomechanics and proper form for all physical activity demonstrations and safety tips when engaging in any form of physical activity, as well as a background on current physical activity recommendations, guidance, and strategic plans from federal, state, and professional groups. Specifically, the HEIV performs the following duties:

25% Responsible for strategic, programmatic, and administrative planning, implementation, oversight, and evaluation for the Physical Activity Integration Program. Develops annual plans and reports to funders, develops and monitors budgets, monitors and assumes responsibility for meeting objectives, and oversees the work of subcontractors and consultants. Supervises Physical Activity Integration Program staff.

30% Provides leadership for the physical activity-related Scope of Work activities of 11 *Regional Network for a Healthy California* contractors, including development and oversight of programmatic requirements, program-related technical assistance and training to contract staff, and evaluation of contract activities. Develops technical assistance tools and plans and implements trainings for *Regional Network* Physical Activity Specialists to ensure successful execution of their contract requirements and knowledge and skills related to integrating physical activity into nutrition education activities. Provides physical activity-related technical expertise to Physical Activity Specialists. Critically analyzes regional activities to identify areas of success and needed areas of improvement and develops and implements strategies to share successes and address needed improvements. Collaborates with other *Network* staff members who oversee *Regional Network* contracts, including targeted fruit, vegetable, and physical activity campaigns, regional operations staff, and contract managers.

20% Provides physical activity expertise to the *Network's* state-level staff in order to integrate accurate and audience-appropriate physical activity components into its social marketing campaigns, advertising, nutrition education materials, and activities within the parameters of SNAP-Ed guidance. Develops, tests, revises, disseminates, and evaluates a variety of nutrition-integrated physical activity educational materials and training materials for use at the state, regional, and local levels. Maintains extensive knowledge of biomechanics and proper form for all physical activity demonstrations and safety tips when engaging in any form of physical activity, as well as a background on current physical activity recommendations, guidance, and strategic plans from federal, state, and professional groups. Researches and applies public health and health education theory and practice and its application to the Physical Activity Integration Program. Obtains and maintains the Physical Activity Specialist in Public Health certification offered through the National Society for Physical Activity Practitioners in Public Health and American College of Sports Medicine.

20% Develops, maintains, and expands internal and external partnerships with public and private organizations that implement nutrition, physical activity integration, and obesity prevention education. Successfully maintains relationships with key stakeholders and stakeholder groups and represents the *Network* on advisory and working groups. Recruits organizations to endorse, adopt, and/or adapt the Physical Activity Integration program‘s interventions and assist in the expansion of the program into new channels. Represents the *Network's* Physical Activity Integration program at conferences and professional meetings.

5% Performs other duties as required.

DUTY STATEMENT
Information Specialist II (Desktop Publisher) – Communications Program (I. Rylett)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the general supervision of the Marketing Manager II, *Network for a Healthy California (Network)*, the Information Specialist II /Desktop Publisher is responsible for desktop publishing. Specifically, the incumbent performs the following duties:

65% Produces, maintains, and updates a wide variety of publications and graphics using electronic text editing and desktop publishing resources; including technical reports, newsletters, brochures, slides, directories, charts, and cookbooks. Prepares publication files and graphics to be sent to printers and other designers.

20% Maintains photography and design files. Updates the *Network* catalog of photography, including creating thumbnails, updating the online photo catalog, and organizing CDs with photography. Maintains and organizes design files created within the *Network* and by outside designers.

10% Provides technical assistance with graphics, file formats, CD/DVD creation, Web site coding and maintenance, and other issues that come up relating to design.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Manager I (*African American Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (A. Jones)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit, Network for a Healthy California (Network)*, the Marketing Manager I (MMI) oversees the design, implementation, and evaluation of the statewide *Network for a Healthy California--African American Campaign (Campaign)* aimed at increasing fruit and vegetable consumption and physical activity levels among African American families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MMI assumes primary responsibility for management and leadership of the *Campaign* including strategic planning, community interventions, partnership development, materials and resource development, and evaluation. Specifically, the MMI performs the following duties:

25% Manages the strategic development, planning, budgets, and day-to-day operations of the *African American Campaign*. Collaborates with the targeted *Campaigns*/*Programs* and other *Network for a Healthy California* projects to strengthen *African American Campaign* efforts statewide. Provides staff supervision for two *African American Campaign* staff.

25% Manages and provides oversight for *African American Campaign* scope of work activities for multiple *Regional Networks* and Faith Projects. Conducts site visits, completes reports, and provides technical support /training to the *African American Campaign Regional Network* and Faith Project staff.

15% Develops and maintains partnerships with public and private organizations. Provides culturally competent assessments and input on strategies and materials that are developed by other units within the *Network*. Leads the *Network* African American Advisory Council.

15% Oversees and participates in the development, testing, and production of materials targeted to SNAP-Ed-eligible African American families and appropriate partners and stakeholders.

10% Coordinates research and evaluation of interventions in existing and new channels for the *Campaign*. Collaborates with the *Network* Research and Evaluation Unit to develop and implement process evaluation methods, small-scale impact evaluation activities, formative research for new approaches and channels, and large-scale impact evaluation of the *Campaign*.

5% Writes annual plans, reports, requests for proposals, invitations to bid, and other professional documents. Attends conferences and professional meetings that serve the interests of low-income African American families.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Manager I (*Latino Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (I. Romero)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit*, the Marketing Manager I (MMI) manages the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income Latino families eligible for nutrition education in the Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) through increased access to and consumption of fruits and vegetables, and increased physical activity, to prevent diet-related diseases, including obesity. The MMI oversees all aspects of the English- and Spanish-language *Network for a Healthy California—Latino Campaign (Latino Campaign*), develops and maintains strong working partnerships with key Latino organizations, manages all *Latino Campaign* projects, and collaborates with other Units within the *Network* and the California Department of Public Health (CDPH). Specifically, the MMI performs the following duties:

30% Leads the strategic development, statewide and regional implementation, maintenance, and budget of the annual state plan for the *Latino Campaign*, adhering to administrative practices and requirements of the Public Health Institute and CDPH. Participates in the development, testing, and production of English- and Spanish-language materials targeted to Latino adults, their families, and stakeholders. Participates in the planning and implementation of English- and Spanish-language media and public relations activities targeting Latinos; assists with the final review of English-to-Spanish translated resource materials.

25% Manages and provides oversight for *Latino Campaign* scopes of work for nine *Regional Networks.* Manages the development and implementation of process and impact evaluations. Develops and maintains systems for tracking statewide and regional *Latino Campaign* interventions and activities. Supervises other staff in the *Latino Campaign*.

20% Establishes and maintains strong, substantive partnerships with public, nonprofit, and private organizations serving Latinos to extend the work of the *Network*, both financially and programmatically, and to promote environmental changes that make it easier for low-income Latino families to choose fruits, vegetables, and physical activity. Serves as principal liaison between the *Network* and key Latino leadership organizations; facilitates communication among Latino organizations across the *Network*; establishes and coordinates binational communications within CDPH, PHI and CDSS, as appropriate. With other *Network* staff, acts as a *Network* representative on key SNAP projects with the U.S. Department of Agriculture.

10% Coordinates efforts within all units of the *Network for a Healthy California* to strengthen the *Latino Campaign's* efforts statewide. Manages selected Unit and cross-Unit projects, such as the development of informational, educational and organizational materials describing the *Network*'s work with Latino audiences, the development and testing of

Latino-specific branding and messaging strategies, coordination with external nutrition education programs serving the Latino population, and development and monitoring of the Unit's partnership plan with Latino leadership organizations and media. Provides Latino cultural expertise among Units in the *Network.*

5% Communicates regularly with senior management regarding Latino leadership activities. Prepares and/or co-authors a wide variety of written and oral communications, including contracts, administrative and research reports, grants, professional presentations, and articles for publication. Prepares annual state plan, progress reports and a variety of other issue briefs, fact sheets, speaking points, and oral presentations for the *Latino Campaign.*

5% Assists with the development and implementation of a strategic integration plan for *CalFresh* Outreach and Nutrition Education with a focus on the Latino population and coordination with the *Latino Campaign*.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Manager I (*Children's Power Play! Campaign*) – Fruit, Vegetable, and Physical Activity Campaigns (B. Sun)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit, Network for a Healthy California (Network)*, the Marketing Manager I (MMI) manages the design, implementation, and evaluation of a statewide campaign aimed at improving the health of low-income children through increased consumption of fruits and vegetables and improved levels of physical activity. The MMI oversees all aspects of the *Children's Power Play! Campaign (Campaign)*, which currently targets 9- to 11-year-old children from families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). Responsibilities include oversight of all *Campaign*-related activities of the regional contractors, strategy development and planning, development and updating of *Campaign* educational and promotional materials, participation in the planning and implementation of media and public relations activities, development and implementation of evaluation strategies, management of the *Campaign*'s budget, preparation of reports to funders, and development and maintenance of partnerships with public and private organizations. The Marketing Manager I supervises the *Children's Power Play! Campaign* staff. Specifically, the Marketing Manager I performs the following duties:

30% Provides leadership related to the regional contractors to ensure successful accomplishment of *Children's Power Play! Campaign* objectives and completion of related scope of work activities. Collaborates with other *Campaign* staff to identify regional *Campaigns'* strengths and weaknesses, identify areas requiring technical assistance and training, and determine future modifications to scope of work activities. Also collaborates with other *Network* staff (i.e., other targeted campaigns and programs, Training and Regional Operations Unit, and Special Projects and Regional Infrastructure Unit) providing oversight to *Regional Network* contractors. When required, contributes to the development of the Request for Applications for regional contractors, evaluation of applications, and contract negotiations.

15% Develops and implements *Campaign* strategy and prepares annual plans and budgets. Provides day-to-day management of *Campaign* activities and supervises staff. Prepares and/or co-authors a wide variety of written and oral communications, including progress reports to funders, administrative and research reports, professional presentations, and articles for publication.

15% Oversees planning and implementation of state-level *Campaign* activities, including working with the Communications Unit to coordinate the development and placement of advertisements and public service announcements, as funds allow, and to plan and conduct public relations activities targeting children. Ensures continued improvements to the efficiency and effectiveness of existing *Campaign* components and manages the development, implementation, and evaluation of select new children's initiatives and approaches.

15% Manages the development and updating of *Campaign* materials, including graphic elements, *Idea & Resource Kits*, the *Kids…Get Cookin'!* cookbook, brochures, posters, collateral materials, and new materials, as needed. Assesses materials needs to eliminate duplication of effort and ensures that materials reflect up-to-date recommendations.

10% Manages the development and implementation of *Campaign* evaluation activities, including formative research for new *Campaign* interventions, process evaluation activities at the state and regional levels, small-scale impact evaluation activities for new *Campaign* components, and special research projects to advance *Campaign* objectives.

10% Develops and maintains internal and external partnerships within the *Network* and the California Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income children and their families. Facilitates the *Network*'s Children and Youth Coordinating Committee to enhance internal coordination and collaboration.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Manager I (Public Relations) – Communications Program (R. Larson)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the general supervision of the PHI Program Director III, and general guidance from the Health Program Specialist II (HPSII), manager of the Communications Program (Communications Team) of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Marketing Manager I (MMI) provides direction and support in facilitating the public relations and media efforts for the *Network for a Healthy California* and *Fruit, Vegetable,* and *Physical Activity Campaigns*, which promote healthy eating and physical activity among SNAP-Ed eligible families. As part of the *Network's* Communications Team, the MMI is responsible for reviewing and editing state and local press releases, media materials, and talking points; and working with the public relations contractor and key campaign and program staff to plan and implement state and local media events. The MMI coordinates planning meetings, provides input on media training materials, message points, and logistics for webinar trainings and media spokespeople trainings. The MMI, in coordination with the HPSII and Health Program Specialist I, communicates with the California Department of Public Health's Office of Public Affairs staff with media inquiries related to the *Network* program activities. The MMI is responsible for assisting the HPSII with monitoring the public relations contractor's deliverables; and providing technical assistance to the *Network's* Local Incentive Awardees and *Regional Network* campaign and program staff on public relations and media-related materials and activities. Specifically, the MMI performs the following duties:

30% Provides direction and support for the *Network's* media events, press conferences, promotion outreach, media relations, and all public relations activities that promote *Network* messages, programs and services. This requires assisting the HPSII in coordinating with, providing direction for, and receiving input from contractors, *Network* management and key staff, CDPH's Office of Public Affairs, other state agencies, other partner programs and agencies, and appropriate target groups and audiences.

30% Establishes and maintains productive, collaborative relationships with *Network* staff, *Network Regions*, and the public relations contractor to provide guidance on planning and executing regional- and state-level public relations events and promotions, including Public Health Week, Fruit and Veggie Fest, Juneteenth, Latino Health Awareness Month, and others. This may include coordination with other CDPH programs, and external public and private organizations to garner input and feedback on media and training materials related to regional public relations activities.

20% Coordinates and oversees media spokesperson contacts and media training efforts to ensure consistency of program messages and delivery. Assures scientific accuracy and determines the suitability of material in terms of messages, literacy, culture and language; defines the needs of the target audience; designs communication resources and materials; may conduct field and focus group testing of materials; and assures that evaluation plans for these activities are implemented.

10% Assists the HPSII with monitoring the public relations contractors' deliverables and scope of work. In addition, assists with planning and providing input for the Advertising and Public Relations Request for Application process.

5% Maintains current knowledge and information about public relations and media strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Manager I, *Retail Program* –
Fruit, Vegetable, and Physical Activity Campaigns (R. Oliva)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general supervision of the Fruit, Vegetable, and Physical Activity Campaigns and Programs Unit Manager, the *Retail Program* Marketing Manager I (MMI) directs the planning, implementation, evaluation, and fiscal management of the *Network for a Healthy California—Retail Program*, a statewide social marketing campaign aimed at increasing fruit and vegetable consumption among low-income families (families eligible for Supplemental Nutrition Assistance Program Education or SNAP-Ed) through partnerships with the retail food industry. The *Retail Program* manager also liaises with produce industry stakeholders on behalf of the *Network for a Healthy California (Network*) and works with the FVPA Unit manager to ensure coordination with the National Fruit and Vegetable Program, including the Fruits & Veggies—More Matters™ brand. Specifically, the MMI performs the following duties:

30% Directs the strategic planning, implementation, process and outcome evaluation, and fiscal management of the *Network for a Healthy California—Retail Program (Retail Program)*. Develops and oversees implementation of annual plans for *Retail Program* interventions that target low-income consumers and community-based organizations and partners. Supervises *Retail Program* staff. Works in collaboration with the Research and Evaluation Unit to conduct formative, process, and impact evaluation of the *Retail Program*.

30% Oversees the *Retail Program* components of the *Regional Network* contracts, including development of the Scope of Work, overall direction on program implementation, and technical assistance and training to regional staff. Coordinates with other targeted campaigns and programs to ensure that retail activities targeting Latinos, African Americans, and children are properly implemented at the regional level.

15% Develops, tests, and distributes electronic and print nutrition education materials and point-of-sale signage/materials for use in supermarkets, neighborhood markets, warehouse stores, and convenience stores that serve low-income consumers. Includes consumer-targeted nutrition education materials and materials that assist partners in improving availability and accessibility of fruits and vegetables in low-income communities and in providing nutrition education to SNAP-Ed eligible consumers.

15% Identifies and develops partnerships between produce industry stakeholders (growers, processors, distributors, retailers, agricultural commodity boards) and *Network* campaigns, programs, special projects, and Local Incentive Awardees. Coordinates retail activities with the Produce for Better Health Foundation as part of the National Fruit and Vegetable Program and its Fruits & Veggies—More Matters™ brand. Leverages produce industry partnerships to integrate into the *Network's* multiple campaigns and programs. Coordinates retail interventions with industry events and media and public relations activities.

5% Prepares and/or co-authors a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, training materials, articles for publication, and resource materials for public sector/food security partners.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Manager I, *Worksite Program* – Fruit, Vegetable, and Physical Activity Campaigns (Vacant)
***Network for a Healthy California*—Policy, Planning, and Partnerships Section**
Public Health Institute

Under the direction of the Fruit, Vegetable, and Physical Activity Campaigns Unit manager, the *Worksite Program* Marketing Manager I (MMI) manages the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-wage workers through increased consumption of fruits and vegetables and improved levels of physical activity. The PAII oversees all aspects of the *Network for a Healthy California—Worksite Program (Worksite Program).* Responsibilities include strategy development and planning; management of the *Worksite Program's* budget; oversight of regional program implementation through multiple *Regional Networks*; development and updating of *Worksite Program* materials; development and implementation of evaluation strategies; preparation of reports and annual plans to funders; and development and maintenance of partnerships with public, private, and nonprofit workplaces and state- and national-level organizations.

Specifically, the MMI performs the following duties:

20% Manages the strategic development, planning, statewide and regional implementation, maintenance, day-to-day operations, and budgets for the *Worksite Program*. Collaborates with the targeted campaigns/programs and other *Network for a Healthy California* projects to strengthen worksite efforts statewide. Provides staff supervision for one *Worksite Program* staff.

25% Manages and provides oversight for worksite-related scopes of work for multiple *Regional Networks.* Conducts site visits, completes reports, and provides technical support and training to the *Worksite Program* regional staff. Provides leadership related to the regional contractors to ensure successful accomplishment of *Worksite Program* objectives and completion of related scope of work activities. Collaborates with other *Worksite Program* staff to identify regional strengths and weaknesses, identify areas requiring technical assistance and training, and determine future modifications to scope of work activities. Also collaborates with other *Network* staff (i.e., other targeted campaigns and programs and Regional Operations staff) providing oversight to *Regional Network* contractors. When required, contributes to the development of the Request for Applications for regional contractors, evaluation of applications, and contract negotiations.

15% Leads the development and testing of materials targeted to predominately low-wage employees, business leaders, and appropriate partners and stakeholders. Collaborates with the *Network*'s publications team in the design and production of materials.

15% Manages the development and implementation of formative, process, and impact evaluation for the *Worksite Program*. Develops and maintains systems for tracking statewide and regional worksite interventions.

10% Prepares and/or co-authors a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, and articles for publication. Prepares progress reports and annual state plans for the *Worksite Program.*

10% Develops and maintains partnerships with public, nonprofit, and private sector low-wage workplaces and relevant state- and national-level organizations to extend the impact of the *Worksite Program.*

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Manager II— Web Strategist and Publications Manager (K. Garcia)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under supervision of the PHI Program Director III, and general guidance from the Health Program Specialist II (HPSII), the PHI Marketing Manager II (MMII) oversees strategic planning and implementation of the *Network*'s Web design and publications and materials development; and supervises publications and web design PHI staff. Consistent with *Network* goals and objectives, the MMII manages the development and production of publications and promotional materials, strategic Web site development and design, brand management and proliferation, and clearinghouse/fulfillment through the *Network's* Online Ordering System. As part of the *Network's* Communications and Media Team, the MMII participates in the development of *Network* promotions and communication plans, including campaign elements with contract agencies, material development and distribution plans, and select media activities. The MMII also participates as a member of the staff evaluation team and market development team in the coordination, design, and interpretation of consumer market research and intervention objectives. Specifically, the MMII performs the following duties:

30% Manages the development and production of all *Network* publications, including overseeing content, design, scheduling, budgeting, production, and distribution. Manages third party vendors including graphic design firms, Web developers, writers, printers, media producers, photographers, testing labs, and clearinghouse/fulfillment centers.

30% Manages and oversees the strategic plans for the *Network's* consumer and intermediary Web sites, including development and design, needs assessment, Web branding, copy development, budgeting, user tracking, monitoring, and usage, and compliance with CDPH IT Web site standards.

15% Manages the clearinghouse/fulfillment center and Web-based Online Ordering System for material distribution to *Network*-funded projects. Manages the compliance and testing protocols for promotional materials (Nutrition Education Reinforcement Items- NERI) to ensure all print and promotional materials comply with state and federal regulations. Oversees plan for print and distribution of *Network* publications and promotional items.

10% Work directly with the HPSII to plan, develop, and direct the marketing efforts of the *Network* to ensure brand integrity, consistency, proliferation, and promotion. Manage ongoing brand training for *Network* staff and funded-projects.

10% Participates in planning, implementation, and evaluative activities of the communications and media campaign; and the overall *Network* and *Fruit, Vegetable, and Physical Activity Campaigns* materials in English and Spanish.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist II – Fruit, Vegetable, and Physical Activity Campaigns (Vacant)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Program Administrator III, Fruit, Vegetable, and Physical Activity Campaigns Unit (FVPA Unit), *Network for a Healthy California*, the Marketing Specialist II (MSII) supports the efforts of the FVPA Unit. The FVPA Unit operates social marketing campaigns designed to improve fruit and vegetable consumption and physical activity levels among low-income Californians eligible for Supplemental Nutrition Assistance Program Education. The FVPA Unit includes the *Children's Power Play! Campaign*, *Latino Campaign*, *African American Campaign*, *Retail Program*, *Worksite Program*, *Harvest of the Month*, and *Physical Activity Integration Program*. The MSII organizes and analyzes programmatic data; coordinates materials inventory, updating, and distribution plans; provides with project management on selected projects; conducts and shares research on health, nutrition, physical activity, marketing, and business issues; and performs other duties as required to contribute to the overall success of the Unit. Specifically, the MSII performs the following duties:

30% Gathers, tabulates, and analyzes data from a variety of sources, including data provided in over 50 separate files by 15 contractors using Microsoft Excel and Microsoft Access. Creates tables, graphs, and summaries of data to present to Unit managers and staff. Evaluates progress against quantitative objectives and identifies trends of regional and local campaign and program implementation. Develops recommendations regarding data collection methods, data points requiring further investigation, data storage, and programmatic implications of data. Acts as the main FVPA Unit point of contact for data requests from other Units and external entities. Ensures that appropriate data is provided to the *Network*'s Research and Evaluation Unit.

20% Develops, updates, and maintains an inventory management system for FVPA Unit materials, both hard copy and electronic. Coordinates with Unit staff and the Communications Unit to maintain an updated listing of materials, including development, translation, design, printing, and production needs. Obtains and shares with Unit staff regular materials reports, including current inventory, order history, and cost recovery system orders.

20% Develops and maintains a system for tracking completion of key Unit activities and briefs FVPA Unit manager and other lead staff regarding status. Activities to be tracked include completion of progress report analyses, records of contractor site visits, completion of mandatory trainings and paperwork, and other projects as needed. Recommend methods for improving on-time completion of activities and streamlining processes.

15% Manages select FVPA Unit projects to ensure timely and successful completion. Coordinates with appropriate FVPA Unit and other *Network* staff. Oversees work of outside vendors and contractors.

10% Researches articles, newsletters, trade journals, papers, books, and other related resources related to health education, health communications, social marketing, commercial marketing, nutrition education, physical activity, business practices, and other topics requested by FVPA Unit staff. Compiles and maintains an information resource library and regularly summarizes and shares relevant information with staff.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Specialist III – Materials/Online Ordering (Vacant)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the direction of the Marketing Manager II (MMII), and general guidance from the Health Program Specialist II (HPSII), the Marketing Specialist III assists with coordination of materials and nutrition education reinforcement items available through the *Network for a Healthy California (Network)* Online Ordering System. As part of the *Network's* Communications and Media Team, the MS III is responsible for maintaining and updating complex material allotment spreadsheets; development of distribution schedule for *Network* partners, oversight of the *Network* warehouse, including the online ordering and cost recovery systems, inventory, distribution and customer fulfillment program, providing reports and initiating reorders as necessary. Specifically, the MS III performs the following duties:

35% Maintains and monitors online ordering and cost recovery systems, warehouse functions, inventory, distribution, and customer fulfillment programs.

30% Develops and maintains complex allotment spreadsheets and reports for print and promotional material for all *Network*-funded projects. Works with the MMII to generate inventory, allotment, usage, and other related activity reports, assures adequate material volume, and makes requests for material reorders as necessary. Circulates reports to key staff as directed.

20% Monitors, responds, and tracks all communications and requests received through the customer service email account. Develops and conducts surveys to identify areas of improvement to ensure online ordering and cost recovery systems, allotment schedules, and inventory distribution are meeting the needs of Network-funded projects. Identifies the need for upgrades to the system(s).

10% Contributes to discussions on warehouse and customer fulfillment contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance assessments.

5% May serve on the *Network* Materials Development Workgroup, contributing to decisions on the print and promotional materials to be produced, refined or phased out; contributes to surveys designed to assess the need for and efficacy of print and promotional materials, and other duties as assigned.

DUTY STATEMENT
Marketing Specialist III – Public Relations (Vacant)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the general direction of the PHI Program Director III, and supervision of the Health Program Specialist II, and in collaboration with the Public Relations Manager, the Marketing Specialist III (MSIII) assists in facilitating the public relations and media efforts for the *Network for a Healthy California (Network) Fruit, Vegetable*, and *Physical Activity Campaigns*, which promote healthy eating and physical activity among SNAP-Ed eligible families. As part of the *Network's* Communications Team the MSIII is responsible for reviewing and editing state and local press releases, media materials, and talking points; working with the public relations contractor and key campaign and program staff to plan and implement state and local media events. The MS III assists in coordinating planning meetings, providing input on media training materials, message points, and logistics for webinar trainings and media spokespeople trainings. The MSIII participates in the day to day management of providing technical assistance to the *Network*- funded projects and partners' and *Network Regions*' campaign and program staff on public relations and media-related materials and activities. The MSIII participates in evaluation and research planning and interpretation for annual media campaign. Specifically, the MSIII performs the following duties:

35% Facilitates meetings with key staff *Network* to provide guidance on planning and executing regional public relations events and promotions, including Public Health Week, Fruit and Veggie Fest, Juneteenth, and Latino Health Awareness Month. Coordinates with key staff and the public relations contractor to provide feedback and approval of media materials and training materials related to the regional public relations activities.

30% Coordinates ongoing communication with staff, *Network Regions*, and public relations contractor to coordinate the distribution of media materials to the locally-funded projects, including media training announcements, template media materials (press release, calendar release, and talking points). Assists in preparing Network *Regions* for participation in interviews with local media outlets.

10% Assists with producing and editing public relations materials and templates and coordinates with the Information Specialist II to ensure documents are updated and available to the *Network Regions* and locally funded projects on the Communications Resource Library.

15% Assists with social media strategies which may include writing content for Facebook, mobile marketing, and Champion Mom blogs; ongoing training and exposure to current social media training opportunities; and providing presentations and coordination with other Network staff and projects.

5% Maintains current knowledge and information about public relations and media strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist III (*African American Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (A. Dennis)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Marketing Manager I – *African American Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns Unit, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation, and evaluation of a statewide *African American Campaign* aimed at improving the health of eligible low-income African American families through increased consumption of fruits and vegetables and increased levels of physical activity. The MSIII works as a member of the *Campaign* team to continue the successful operation and growth of the *Campaign*. The MSIII assumes primary responsibility for a variety of activities within the *Campaign* including, programmatic oversight to regional contractors; multi-cultural collaborations; overseeing communications with ethnic media outlets; fostering collaborations with African American professional organizations in the field of communications and marketing; developing culturally appropriate nutrition education materials; and assisting the Marketing Manager I on an as needed basis. Specifically, the Marketing Specialist III performs the following duties:

30% Manages *African American Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms.

20% Plays a leading role in the planning and execution of the *African American Campaign* components of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

15% Collaborates with the State media team and media and public relations contractors to support *African American Campaign* initiatives and public relations activities. Works on special media-related projects aimed at enhancing the *Campaign's* exposure and outreach. Generates partnerships with ethnic media to educate eligible low-income African Americans on healthy eating and physical activity.

15% Assists in the development and updating of promotional materials for community partners. Ensures that current nutrition education materials are developmentally and culturally appropriate for eligible low-income African American adults. Coordinates content revisions of the *Campaign's* Web site. Prepares reports and presentations for the *African American Campaign* on a variety of public health topics related to the eligible low-income African American population.

10% Identifies and recruits partners for the African American Advisory Council. Plans and coordinates the *African American Advisory Council* meetings. Develops and maintains partnerships with public and private organizations.

5% Writes reports, requests for proposal, invitation to bids, and other professional documents. Attend conferences, professional meetings and California Department of Public Health supported advisory and community meetings.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist III – Advertising (L. Magana)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under supervision of the PHI Program Director III, and general direction of the Health Program Specialist II, manager Communications and Media Team (Communications Team), *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) provides coordination of advertising and support to public relations for the *Network for a Healthy California (Network)* and *Fruit, Vegetable, and Physical Activity Campaigns*, both of which promote healthy eating and physical activity among Food Stamp eligible families. The MSIII will support the Health Program Specialist II and work with the Communications and Marketing Managers on strategic market research, targeted communication efforts for state media campaign. The MSIII will work primarily on production of advertisements, fact sheets and promotional materials, and secondary duties will include assisting with public relations efforts related to event planning, and production of new media/public relations materials. The MSIII represents the *Network* at a variety of professional meetings, events, and steering committee meetings. Serves as an advisor to selected *Network* committees. Specifically, the MSIII performs the following duties:

30% Assists with planning and production of state media campaign with emphasis on advertising efforts. This includes assistance with implementing advertising creative process, coordinating consumer research efforts, facilitating feedback process from key *Network* staff, and coordinating with media contractor. Ensures coordination among *Network* and *Fruit, Vegetable, and Physical Activity Campaigns* activities, and as needed, provides support to senior staff on targeted communication efforts.

25% Coordinates distribution of advertising materials and resources to *Regional Networks*, funded projects and partners. Includes providing technical assistance to ensure consistency of messages and implementation of media campaign at the local level.

20% Coordinates planning and implementation of special projects, including Food Stamp Office Resource Kit, Harvest of the Month, Champion Mom campaign, and other specialized marketing strategies.

15% Coordinates *Network* booth display participation in state events and conferences. Includes creating and maintaining resources supplies/hardware and materials, and facilitating staff participation in "manning" booth activities.

10% Perform other duties, as required.

DUTY STATEMENT
Marketing Specialist III (*Latino Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (C. Downey)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the direction of the Marketing Manager I, *Latino Campaign*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation and evaluation of the *Network for a Healthy California—Latino Campaign* (*Latino Campaign*). The *Latino Campaign* is a statewide campaign aimed at improving the health of Latino adults who are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed) by increasing their consumption of fruits and vegetables and levels of physical activity. The MSIII helps oversee the implementation of the *Latino Campaign* by providing training and technical assistance to assigned regional contractors; participating in the development and testing of new intervention strategies and materials; working with public and private partners to ensure the *Latino Campaign's* nutrition education messages reach SNAP-Ed eligible Latino families; contributing to a variety of professional documents; and representing the *Latino Campaign* at professional conferences and meetings. Specifically, the MSIII performs the following duties:

30% Provides technical assistance and training to assigned *Regional Networks for a Healthy California* to ensure successful implementation of *Latino Campaign* interventions and adherence to USDA guidelines through site visits, telephone, e-mail, and other communication mechanisms.

20% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

20% Assists with the development and pilot testing of new intervention strategies that target SNAP-Ed eligible Latino adults. Assists in the development of collateral materials, education-based promotional items, and skill-building activities for use in the *Latino Campaign* intervention channels, which include festivals, farmers'/flea markets, supermarkets and neighborhood grocery stores, faith-based organizations, and targeted community-based organizations. Works with *Network* staff overseeing state-level materials production, inventory, and distribution.

10% Develops and maintains partnerships with public and private organizations that serve SNAP-Ed eligible Latinos. Recruits target organizations to endorse, adopt, and/or adapt the *Latino Campaign's* interventions.

10% Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents. Updates the content for the *Latino Campaign* portion of the web site. Manages a database of target interventions and channels. Contributes articles to professional and consumer publications. Assists with resource development activities, as needed.

5% Represents the *Campaign* by presenting at and participating in conferences and professional meetings that serve the interests of SNAP-Ed eligible Latino families.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist III (*Latino)* – Fruit, Vegetable, & Physical Activity Campaigns
(I. Tovar)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Marketing Manager I, *Latino Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) will participate in the implementation, evaluation and continuous improvement of a statewide social marketing campaign aimed at improving the health of children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII works as a member of the *Network for a Healthy California—Latino Campaign* team to intensify the successful operation and growth of the *Campaign*, which targets Latino adults and their families who are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MSIII provides programmatic training and technical assistance to regional contractors in the implementation of the *Latino Campaign* Scope of Work activities; contributes to the planning and execution of *Campaign* evaluation activities; assists in strengthening the *Campaign*; participates in the development and revision of a variety of program materials; develops and maintains internal and external partnerships; prepares a variety of documents, including reports and requests for proposals; manages outside vendors and subcontractors; and represents the *Campaign* at conferences and professional meetings. Specifically, the MSIII performs the following duties:

30% Provides technical assistance to regional staff to ensure successful implementation of the *Latino Campaign* Scope of Work components of selected *Regional Network* contractors through site visits, telephone, e-mail, and other communication mechanisms. Advises regional contractors regarding recommended strategies and methods for recruitment and training of organization staff, business partners, and other community partners; implementation of community engagement and public relations activities; and data collection and reporting. Participates in the planning and execution of regional contractor meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions.

20% Contributes to the successful planning and execution of *Campaign* evaluation activities, including formative, process, and impact evaluation. Works with the *Campaign* manager and Research and Evaluation Unit staff to determine evaluation needs and appropriate methods and to conduct and report results of evaluation activities. Co-authors articles for submission to journals and other professional publications.

15% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income Latinos and their families. Represents the *Campaign* to the public, including responding to program inquiries and planning and conducting presentations and exhibits.

10% Participates in materials development and updating, including content revisions and coordination of translation for a variety of educational and promotional materials for Latino adults, intermediaries, and opinion leaders. Ensures that consumer materials are culturally- and linguistically-appropriate for California's SNAP-Ed eligible Latino adults and that intermediary and partner materials are appropriate for and appealing to the intended audience. Coordinates with the *Network*'s publications team on the design and production of *Campaign* materials. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

10% Identifies, recommends, and develops new strategies, approaches, and tactics to enhance and expand the work of the *Campaign*. Provides leadership in the development, pilot testing, and implementation of new social marketing approaches, such as social media and other technology-based approaches.

10% Coordinates projects with outside consultants and subcontractors, including solicitation of bids, awarding of contracts, development of contract scopes of work, and maintaining day-to-day contact and administrative and fiscal oversight of contractor work to ensure successful completion of contract requirements.

5% Other duties as required.

DUTY STATEMENT
Marketing Specialist III (*Children's Power Play! Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (S. Kempster)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Marketing Manager I, *Children's Power Play! Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MS III) will participate in the implementation, evaluation and continuous improvement of a statewide social marketing campaign aimed at improving the health of children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII works as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to intensify the successful operation and growth of the *Campaign*, which currently targets 9- to 11-year-old children who are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MS III provides programmatic oversight, training, and technical assistance to regional contractors in the implementation of the *Children's Power Play! Campaign* Scope of Work activities; contributes to the planning and execution of *Campaign* evaluation activities; assists in strengthening the *Campaign*; participates in the development and revision of a variety of program materials; develops and maintains internal and external partnerships; prepares a variety of documents, including reports and requests for proposals; manages outside vendors and subcontractors; and represents the *Campaign* at conferences and professional meetings. Specifically, the MS III performs the following duties:

30% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms. Advises regional contractors regarding recommended strategies and methods for recruitment and training of teachers, youth organization staff, child nutrition staff, business partners, and other community partners; implementation of community-level marketing and public relations activities; youth empowerment project execution; and data collection and reporting. Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

20% Contributes to the successful planning and execution of *Campaign* evaluation activities, including formative, process, and impact evaluation. Works with the *Campaign* manager and Research and Evaluation Unit staff to determine evaluation needs and appropriate methods and to conduct and report results of evaluation activities. Co-authors articles for submission to journals and other professional publications.

15% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income children and their families. Represents the *Campaign* to the

public, including responding to program inquiries and planning and conducting presentations and exhibits.

10% Participates in materials development and updating, including content revisions and coordination of translation for a variety of educational and promotional materials for adult intermediaries, parents, and children. Ensures that consumer materials are developmentally-, culturally-, and linguistically-appropriate for California's SNAP-Ed eligible 9- to -11-year-old children and that intermediary and partner materials are appropriate for and appealing to the intended audience. Coordinates with the *Network*'s publications team on the design and production of *Campaign* materials. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

10% Identifies, recommends, and develops new strategies, approaches, and tactics to enhance and expand the work of the *Campaign*, potentially including expansion beyond the current 9- to 11-year-old age range. Provides leadership in the development, pilot testing, and implementation of new social marketing approaches, such as social media and other technology-based approaches.

10% Coordinates projects with outside consultants and subcontractors, including solicitation of bids, awarding of contracts, development of contract scopes of work, and maintaining day-to-day contact and administrative and fiscal oversight of contractor work to ensure successful completion of contract requirements.

5% Other duties as required.

DUTY STATEMENT
Marketing Specialist III (*Children's Power Play! Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (L. Mari)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the direction of the Marketing Manager I, *Children's Power Play! Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII works as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to continue the successful operation and growth of the *Campaign*, which currently targets 9- to 11-year-old children from families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MSIII provides oversight and technical assistance to regional contractors in the implementation of the *Power Play! Campaign* scope of work activities; assists in strengthening the *Campaign*; participates in the development and revision of a variety of program materials; develops and maintains internal and external partnerships; prepares a variety of documents; and represents the *Campaign* at conferences and professional meetings. Specifically, the MSIII performs the following duties:

30% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms.

20% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

15% Identifies, recommends, and develops new strategies, approaches, and tactics to enhance the work of the *Campaign*. Provides leadership in the development, pilot testing, and implementation of child empowerment approaches, including photo voice. Participates in strengthening the *Campaign*'s parent components.

15% Participates in materials development and updating, including content revisions and coordination of translation for a variety of program materials for adult intermediaries, parents, and children. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

15% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income children and their families. Represents the *Campaign* to the public, including responding to program inquiries and planning and conducting presentations and exhibits.

5% Other duties as required.

DUTY STATEMENT
Marketing Specialist III (*Children's Power Play! Campaign)* – Fruit, Vegetable, and Physical Activity Campaigns (J. Vang)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the direction of the Marketing Manager I, *Children's Power Play! Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII works as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to continue the successful operation and growth of the *Campaign*, which currently targets 9- to 11-year-old children from low-income (SNAP-Ed-eligible) families. The MSIII provides oversight and technical assistance to regional contractors in the implementation of the *Power Play! Campaign* scope of work activities. The MSIII participates in the development and inventory management of a variety of program materials; provides leadership for *Campaign* public relations and promotional activities; and develops and maintains internal and external partnerships. Specifically, the MSIII performs the following duties:

30% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms.

20% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

20% Participates in materials development and updating, including coordination of content revisions, translation, and layout for a variety of program materials for adult intermediaries, parents, and children. Manages materials inventory. Works with *Network* staff overseeing state-level materials production, inventory, and distribution. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

15% Provides leadership for the *Campaign*'s public relations and promotional activities. Coordinates with other staff to develop promotional calendar, turnkey resources, and trainings for *Regional Networks* to conduct successful *Power Play! Campaign* promotions. Communicates with the Communications Unit regarding all public relations and promotional activities for the *Campaign*.

5% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and

private organizations. Participates in internal workgroups to enhance and improve the work of the *Network*, including Harvest of the Month and Asian Infusion Project workgroups. Represents the *Campaign* to the public, including responding to program inquiries and planning and conducting presentations and exhibits.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Specialist III (*Worksite Program)* – Fruit, Vegetable, and Physical Activity Campaigns (C. Tompkins)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Marketing Manager I, *Worksite Program (Program)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MS III) will participate in the research, development, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-wage workers through increased consumption of fruits and vegetables and improved levels of physical activity. The MS III will work as a member of the *Network for a Healthy California--Worksite Program* team to continue the successful operation and growth of the *Worksite Program*. The MS III will provide programmatic oversight, technical assistance, and training to seven regional *Worksite Program* staff; prepare a variety of written resources, including educational, promotional, and administrative materials; investigate, review, and analyze data to guide program improvement; develop and maintain internal and external partnerships; and assist in the expansion and continuous improvement of the *Worksite Program*. Specifically, the MS III will perform the following duties:

30% Provides oversight and technical assistance to regional *Worksite Program* staff who recruit, train, and support participating worksites through the *Regional Networks for a Healthy California*. Works to ensure successful targeting and implementation of the *Worksite Program* components of the *Regional Network* Scope of Work through site visits, phone, e-mail, and other communication mechanisms.

20% Produces a variety of written materials, including educational and promotional materials for consumers and key worksite intermediaries, administrative and research reports, web content, analyses of progress reports, guides, grant application content, and articles for publication.

15% Plans, coordinates, and conducts trainings to build the capacity and skills of regional *Worksite Program* staff, including in-person trainings, webinars, and teleconferences. Facilitates interactive training sessions to ensure optimal learning, retention, and application of training content.

10% Coordinates projects with outside consultants and subcontractors, including solicitation of bids, awarding of contracts, development of contract scopes of work, and maintaining day-to-day contact and oversight of contractor work to ensure successful completion of contract requirements.

10% Investigates, reviews, and analyzes a variety of data sources and makes recommendations for improvement and expansion of the *Worksite Program* and refined methods of targeting qualifying low-wage worksites. May include analysis of process evaluation data collected by *Regional Networks*, investigation into data sources on low-wage

worksites, and review and analysis of census data and its application to the *Worksite Program*.

10% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations. Collaborates with the *Network's* other targeted campaigns and programs, its Research and Evaluation Unit, and its Communications Unit. Assists with coordination of collaborative activities with American Cancer Society, California Task Force on Youth and Workplace Wellness, Produce for Better Health Foundation, National Fruit and Vegetable Alliance, and other external partners. Fosters mutually-beneficial partnerships with industry organizations. Represents the *Worksite Program* at conferences and professional meetings.

5% Other duties as required.

DUTY STATEMENT
Marketing Specialist IV, Advertising (S. Pennel)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under supervision of the PHI Program Director III, and general guidance from the Health Program Specialist II, manager, Communications and Media Unit, the Marketing Specialist IV (MSIV) participates in development and monitoring of the advertising initiative of the *Network for a Healthy California's* (*Network)* statewide social marketing campaign aimed at improving the health of low-income Californians through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIV works as a member of the *Network's* Communications and Media Unit to continue the successful operation and growth of efforts, targeting SNAP-ED/CalFresh eligible families. The MSIV assists with implementing the *Network's* advertising campaigns; develops and implements improved strategies and systems for successful implementation of *Network's* Advertising Campaign; participates in the development and revision of *Campaign* components; prepares a variety of documents, including final reports on the outcomes of the *Network's* advertising campaigns. The MSIV coordinates efforts with the *Fruit, Vegetable, and Physical Activity Campaigns and Programs,* Research and Evaluation Unit, and *Regional Network* staff to ensure consistency of messaging, integration of *Network* brand, and coordination with advertising and public relations strategy.

Specifically, the MSIV performs the following duties:

50% Works on components of *Network's* advertising campaign. Provides technical assistance to State Staff on development, implementation and monitoring of *Network's* advertising campaign to ensure successful implementation. Collaborates with other *Network* program and campaign staff to coordinate efforts and provide input on development and implementation of *Network's* advertising campaign. When requested, participates in the development of special trainings related to implementation of *Network's* advertising campaign.

25% Assists *Fruit, Vegetable, and Physical Activity Campaigns and Program* and *Regional Operations* staff with development of new tools for successful advertising campaign implementation at the state and regional levels, which may include guidance documents, training tools, web-based tools, strategic and operating plan templates, and state and regional systems that improve efficiency and effectiveness. Mentors and trains other state-level colleagues on successful methods and tools.

15% Assists with reviewing and updating existing *Network's* Advertising Campaign components including state-level *Campaign* promotion plans and materials, and technology-based tools.

5% As requested writes reports and other professional documents. As requested, provides technical assistance on submission of professional articles to professional and consumer publications. Assists with resource development activities.

5% Other duties as required.

DUTY STATEMENT
Marketing Specialist IV (Publications) – Communications Program (S. Sciandri)
Network for a Healthy California – Program Development Section
Public Health Institute

Under the supervision of the Marketing Manager II, Publications, and general direction of the Health Program Specialist II, manager of the Communications Program (Communications Team) the Marketing Specialist IV (MSIV) participates in facilitating the production of publications and promotional materials (nutrition education reinforcement items) for the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, which promote healthy eating and physical activity among SNAP-Ed eligible families. As part of the *Network's* Communications Team, the MSIV is responsible for project intake, coordinating design and production, securing appropriate approvals, developing print specifications, obtaining competitive estimates from vendors, ensuring delivery of quality materials, and acts as the lead for Publications in the absence of the Marketing Manager II. The MSIV assists with the *Network* warehouse, inventory, distribution and customer fulfillment program, providing reports and initiating reorders as necessary. The MSIV is responsible for day to day management functions of the *Network's* Communications Resource Library, an online resource for *Network*-funded partners to obtain resources and materials related to the *Network's* brand. Specifically, the MSIV performs the following duties:

35% Facilitates meetings with key staff to provide guidance and decide on the print and promotional materials, which are necessary for local nutrition education and physical activity promotions. Assists with the production of publications and promotional materials, assuring adherence to *Network* graphic standards and branding strategies.

30% Develops accurate printing specifications, solicits quotations from appropriate vendors, and provides detailed purchasing information to Administration Team. Oversees the work of design, print and promotions vendors, negotiating resolution of issues as necessary. Assures timely delivery of print and promotional materials to the warehouse, ensuring the inventory system is accurately updated.

10% Manages the Communications Resource Library by providing direction to the Information Specialist II related to file and Web site updates, provides local funded projects with requested image files, monitors analytics reports for Web site visits and usage trends, and provides technical assistance to local projects on brand related design projects.

15% Assists the MMII—Publications with warehouse, inventory and customer fulfillment programs, ensuring adequate supplies of materials for local efforts and that those materials are distributed in a timely manner. Generates inventory reports on print and promotional materials and circulates to key staff, assures adequate material volume, requests material reorders, and identifies the need for upgrades to inventory system. Contributes to warehouse and customer fulfillment contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance assessments.

5% Maintains current knowledge and information about print and design industry processes and standards and strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist IV (*Retail Program)* – Fruit, Vegetable, and Physical Activity Campaigns (K. Tuttle)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Marketing Manager I, *Retail Program*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist IV (MSIV) contributes to the development, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income adults and children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIV works as a member of the *Network for a Healthy California—Retail Program (Retail Program)* to continue the successful operation and growth of the *Retail Program*, which targets supermarket, small chain, and independent store retailers and low-income women and their families. The MSIV conceptualizes, develops, updates, and evaluates a variety of program materials targeted to the retail industry, produce industry, and low-income consumers. The MSIV provides technical assistance to retailers and regional contractors; prepares a variety of documents, including reports, requests for proposals, and website updates; represents the *Retail Program* at conferences and professional meetings; works with public and private partners in coordinating special projects; recruits organizations to endorse, adopt, and/or adapt the *Retail Program* interventions; and assists in the expansion of the *Retail Program*. Specifically, the MSIV performs the following duties:

20% Provide technical assistance to regional contractors to ensure successful accomplishment of *Retail Program* objectives and completion of related scope of work activities. Provide technical expertise to regional staff regarding the development and maintenance of partnerships with the retail and produce industry, including supermarkets, small chain grocery stores, and independent corner stores. Review and analyze incoming reports and provide technical assistance through site visits, telephone, e-mail, and other communication mechanisms. Monitor progress of regions, critically evaluate the overall regional implementation of the *Retail Program* and strategize to address areas of improvement.

20% Provide leadership in the planning and execution of meetings and training sessions, as well as regular monthly communication systems, for regional *Retail Program* staff. Develop annual training plans, create training agendas, coordinate with outside speakers, plan and execute training sessions, and evaluate progress toward meeting training objectives.

15% Contribute to the development and evaluation of a wide variety of *Retail Program* materials targeting retail and produce industry members and low-income consumers. Identify needs, conceptualize new materials, develop content, obtain approvals, and collaborate with the Communications Unit to complete design and production. Work with the Research and Evaluation Unit to conduct formative, process, and impact/outcome evaluation activities.

15% Oversee the media and public relations components of the *Retail Program*, including the annual statewide promotion entitled *Fruit & Veggie Fest*. Work with the media and public relations contractors and the Communications Unit to conceptualize, plan, coordinate, conduct, and evaluate all public relations activities, advertisements targeting the retail and produce industry, and production of in-store media. Develop and maintain partnerships with electronic and print media outlets serving the retail channel in California.

15% Develop and maintain partnerships with public and private entities to advance the objectives of the *Retail Program* and the *Network*. Represent the *Network* on workgroups and committees, as needed, including the Channel Marketing Committee of the Produce for Better Health Foundation. Recruit organizations to endorse, adopt, and/or adapt the *Retail Program* interventions.

10% Write and present a wide variety of written and oral communications, including administrative and research reports, web site updates, grants, professional presentations, requests for proposals, invitations to bid, contracts, and articles for publication. Help to prepare progress reports and annual state plans, as appropriate.

5% Other duties, as required.

DUTY STATEMENT
Outreach Education Specialist II – Fruit, Vegetable, and Physical Activity Campaigns
(K. Mihos)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit*, the Outreach Education Specialist II (OESII) participates in the planning, design, implementation, and evaluation of statewide social marketing campaigns and programs aimed at improving the health of low-income families, including the *Children's Power Play! Campaign*, *Latino Campaign*, *African American Campaign*, *Retail Program*, *Worksite Program*, *Harvest of the Month*, and Physical Activity Integration Program. The OESII develops and implements systems, tools, and methods for improving Unit performance; writes, reviews, and edits a variety of professional documents and publications for consumers, intermediaries, and partners; prepares articles for submission to journals and other professional publications; provides programmatic oversight of research and evaluation activities of the Unit in concert with Research and Evaluation Unit staff; participates in the planning, implementation, and evaluation of contractor and staff training and development activities; and conducts literature reviews and secondary research on a variety of public health and social marketing topics and analyzes their application to the Unit. Specifically, the OESII performs the following duties:

20% Writes, reviews, and edits a variety of professional documents and publications, including materials for professionals, community intermediaries, and consumers. Works with other *Network* staff to ensure scientific accuracy and audience-appropriate content and design of publications. Prepares articles for submission to journals and other professional publications in collaboration with other key *Network* staff. Leads the Unit's Web team and acts as the primary liaison with Information Technology staff regarding website updates and improvements. Convenes regular meetings to discuss website issues and ensures that Unit staff provide updates to the IT staff on a regular basis. Follows up with IT staff to ensure that requested updates are made.

20% Provides programmatic oversight and/or co-leadership of research and evaluation activities of the Unit in concert with Research and Evaluation Unit staff. May include formative research projects, such as literature reviews, focus groups, key informant interviews, and pilot tests; process evaluation, including tracking of data by regional contractors; and impact evaluation, including both small- and large-scale evaluation projects. Conducts data analysis using Microsoft Excel or similar software to assist with assessing progress and trends of regional campaign and program implementation.

20% Develops and implements systems, tools, and methods for improving Unit performance, including project management tools to ensure that the Unit's deliverables are completed on schedule. Develops tasks and timelines for completion of long-term projects, monitors progress, and communicates with managers regarding status and required actions. Works with the Unit manager to monitor progress toward achieving annual plan and contract deliverables and tracks Unit budget expenditures.

15% Participates in the planning, implementation, and evaluation of contractor and staff training and development activities. Assists individual campaigns and programs with development of training agendas and methods for in-person, teleconference, and webinar training of regional contractors. Works with Unit manager and other key staff to plan and conduct staff development activities to advance the skills of the Unit's diverse professional staff.

10% Participates in soliciting and evaluating bids and overseeing work of a variety of subcontractors and consultants. Prepares and disseminates Requests for Proposals (RFP), Requests for Applications (RFA), Invitations to Bid (ITB), and other contractual documents, as needed. Coordinates the assembly of expert panels to review responses to RFPs, RFAs, and ITBs. Acts as main contact and project manager for subcontractor and consultant projects.

10% Conducts literature reviews and secondary research on a variety of public health and social marketing topics and analyzes their application to the Unit. Develops a briefing system to keep the Fruit, Vegetable, and Physical Activity Campaigns Unit updated on the latest technologies and practices.

5% Performs other duties as required.

DUTY STATEMENT
Program Administrator I – Administrative and Fiscal Services Unit (J. Chadda)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the Program Administrator III and the general direction of the PHI Network Director, the Program Administrator I (PA I) provides support for contracting processes, technical assistance, and oversight of the scope of work for a master contract. The position requires knowledge of contract management, PHI Network's Master Contract, and all applicable regulations and policies. Also requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, strong organization skills. Duties include but are not limited to:

15% Assists with the development of competitive bidding processes, including Request for Proposals (RFPs), Request for Applications (RFAs) and Intention to Bid (ITB). Knows parameters defining when and how competitive bids vs. sole source justification apply, and proactively initiates processes to ensure smooth and timely implementation of new contracts. Participates in the review and scoring of bids and proposals received, as well as the recommendation and/or selection of subcontractors. Provides training as necessary to contractors/grantees on federal , state and PHI program requirements.

40% Works with Network Program and Contract Managers to develop, negotiate, implement, and monitor subawards and consulting agreements associated with *Network* programs in accordance with all applicable policies and regulations. Works directly with third-party public and private subcontractors. Reviews subcontracts for accuracy and completeness, including contract scopes of work, budget mathematical computations and logical premises, appropriateness, relevance and allowability to PHI Network under the terms of its Master Contract

20% Reviews invoices received from vendors under contract to PHI Network for completeness, accuracy, and conformity to contract terms and all applicable policies and regulations. Serves as first point of contact between Admin & Fiscal Services and subcontractors/consultants; especially liaising with them on behalf of the department and the Network generally on invoice requirements and vendor payment status and related issues. Intervene as necessary to ensure vendors are submitting invoices promptly, punctually and regularly.

10% Tracks and monitors process performance, providing regular or ad hoc reports and other analyses as needed. Assists with the maintenance and communication of department policies and procedures, and contributes ideas that improve quality and efficiency.

10% Supports PA III with planning, budgeting and other duties.

5% Performs other duties as required.

DUTY STATEMENT
Program Administrator II – Administrative and Fiscal Services Unit (L. O'Neill)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under supervision of the Program Administrator III, and the general direction of the PHI Network Director, the Program Administrator II (PA II) coordinates all Human Resources functions for PHI staff within the *Network for a Healthy California*, and provides support to planning and budgeting processes as well. The position requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills. Duties include but are not limited to:

25% General HR Administration. Act as primary point of contact for PHI Network employees on all HR issues, and liaise with specialists at PHI Corporate HR on behalf of the Network. Responsibility covers the entire gamut of HR issues, and includes: compensation management (initialization, merit and COLA increases), benefits administration (open enrollment, Q&A, clarification, etc.) and payroll (e.g., maintenance of access levels in the OTE system, etc.), leaves of absence, processing of all Personnel Action Forms (PAF) and maintenance of complete employee master files. Proactively ensure that PHI employees with supervisorial responsibilities are clearly aware of what is required from a standpoint of anti-harassment, discrimination and workplace violence especially. Ensure employees have the best possible preparation for maintaining a safe work environment. Requires a thorough familiarity with all elements contained in the PHI Employee Handbook, benefits programs, other employee and HR-related policies and procedures, and California and Federal employment and workplace legal requirements.

25% Employee New Hires and Separations. Proactively ensure staffing of all authorized positions and facilitate the entire recruiting and new hire process. This includes creation of new job postings and other advertising, provision of assistance to hiring managers in the creation or update of duty statements, assistance with interview question creation, candidate selection and reference checking, and participation on interview teams as needed. Also includes completion of all required transactions in PHI's job posting database to close down filled or cancelled positions. Work with PHI Corporate Recruiting to execute job offers, and intermediate communication between hiring manager and new employee. Provide new hire with orientation, first day documentary compliance and set up of new employee files. Ensure all applicable laws and policies are followed throughout the recruiting and new hire process. Provide management reporting of HR performance factors as needed. Facilitate employee separations, including voluntary and involuntary (layoffs or termination with cause) – ensure that all policies and regulations are understood and followed by all involved parties. Process all paperwork to PHI Corporate HR as needed.

25% Employee Goals, Objectives, Development and Evaluation. Coordinate the Performance Evaluation process, making sure that PHI Network supervisors are consistently, punctually submitting correctly completed and scored evaluations for their direct reports,

and monitor and communicate performance evaluation compliance to management. Provide guidance to supervisors on annual merit increase parameters. Maintain a master file of current duty statements for all PHI Network employees. Facilitate all levels of disciplinary intervention as needed, including clarification and interpretation of policies. Ensure that employees are fulfilling all PHI and Network training requirements, eliminating redundancy where possible.

20% Assist generally with recurring planning and budgeting exercises.

5% Perform other ad hoc duties as required.

DUTY STATEMENT
Program Administrator III – Administrative and Fiscal Services Unit (J. Grey)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the Program Director III, within the *Network for a Healthy California (Network)*, the Program Administrator III (PA III) provides daily administrative and fiscal guidance in all phases of implementing the PHI master contract with the Supplemental Nutrition Assistance Program (SNAP-Ed), including subcontracts, human resources, and programmatic analytical and fiscal services. The PAIII evaluates and reconciles PHI's contract budget using best practice budgetary processes; analyzes and advises management staff on available budgetary resources; advises staff on the fiscal requirements and protocols associated with contracts and grants; assesses compliance with fiscal guidelines; maintains current program and budgetary information on all contracts, grants and inter-program agreements; prepares financial reports, budget proposals/revisions and expenditure reports; and provides staff supervision to contract and program administrators. Other responsibilities include the onsite management of human resources for PHI staff; oversight of office operations, materials and select databases; and participation on relevant internal and external workgroups. Specifically the incumbent performs the following duties:

30% Establishes, maintains, and evaluates all financial monitoring systems for tracking contract revenue and expenses, as well as budget expenditures; provides comprehensive financial analysis and reports. Manages all aspects of the PHI budget section of the *Network* annual plan.

15% Coordinates encumbrance of funds; provides staff supervision to contract and program administrators to ensure financial and administrative goals and objectives are completed on time and within budget. Assists *Network* staff in developing Request for Proposals, Request for Applications, Invitations to Bid and Sole-source purchases. Assists in executing and monitoring grants and contracts, program deliverables, and resolving grant and contract-related issues. Works with staff to ensure the timely completion, invoicing, and reimbursement of contract deliverables.

10% Establishes, updates, documents, and oversees PHI and *Network* operational procedures and policies to ensure fiscal and administrative operations meet and/or exceed expectations. Ensures proper internal controls are documented and practiced.

15% Manages onsite human resources for PHI staff, including recruitment, interviewing and induction support; assuring adherence to personnel policies and supporting supervisors in the interpretation of the such policies; assuring adherence to personnel procedures such as performance evaluations, merit salary adjustments and reporting; and maintaining updated and confidential personnel files and records.

5% Oversees office operations including purchasing, acquisition of equipment, space planning, development of office procedures, and communications. Assists in the selection and/or development and management of computer databases, and provides support in the compilation and management of program data. Assists in developing systems to monitor program materials, distribution of materials to local projects, and utilization of materials.

20% Serves as a member of the *Network* management team, interfaces with the fiscal and administrative teams at the PHI corporate office, and serves on a variety of internal and external workgroups.

5% Performs other duties as required.

DUTY STATEMENT
Program Administrator III – Fruit, Vegetable, and Physical Activity Campaigns
(T. Garbolino)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general direction from the Chief, Policy, Planning, and Evaluation Section, the Program Administrator III functions as a member of the *Network for a Healthy California* social marketing team, specializing in the planning, development, implementation, and evaluation of community interventions that target children, Latino adults, African American adults, and families that are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). Manages a multi-disciplinary staff and multi-million dollar budget. Directs program planning, development, implementation, evaluation, and fiscal management of the Fruit, Vegetable, and Physical Activity (FVPA) Campaigns Unit, including the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Harvest of the Month,* and Physical Activity Integration. Develops, tests, and finalizes a wide variety of age- and culturally-appropriate intervention resources. Serves as a representative of the *Network for a Healthy California* campaigns and programs to partners, professional organizations, and other intermediaries. Prepares a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, and journal articles for publication. Specifically, the Program Administrator III performs the following duties:

20% Directs overall strategic planning, operations, and development of interventions for the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Harvest of the Month,* and Physical Activity Integration. Directs the development of strategic plans to reach low-income children, Latino adults, African American adults, and families through multiple social marketing channels, which include, but are not limited to: schools, community youth organizations, direct health service provider organizations, foodservice operations, supermarkets and neighborhood grocery stores, faith-based organizations, worksites, and the media.

20% Provides leadership for the campaign and program regional implementation through the *Regional Networks for a Healthy California* and the *African American Campaign* Faith Projects, including development of campaign and program components of the Request for Applications; provision of training and technical assistance to ensure campaign and program integrity; creation of tools, resources, and systems for regions and for regional oversight; critical analysis of regional implementation; and strategizing for improvements to the regional campaign and program implementation.

15% Provides administrative and fiscal oversight for the FVPA Campaigns Unit. Works collaboratively with the Administration Operations Section on fiscal management; adherence to contractual requirements; processing of required subcontracts, consultant agreements, and purchase orders; and maintenance of records. Prepares sections of progress reports and annual state plans for the *Network for a Healthy California*.

Supervises campaign and program managers and an Outreach/Education Specialist and fosters continued professional development of all Unit staff.

15% Directs the development and testing of age-, culturally-, and linguistically-appropriate educational, promotional, and marketing materials intended to improve fruit and vegetable consumption and physical activity levels among the target audience and increase involvement in the campaigns and programs among intermediaries and partners. Oversees the Asian Infusion Project to incorporate Asian-targeted messaging, images, and in-language resources into the *Network*'s activities.

10% Collaborates with the Research and Evaluation Unit and other *Network* staff to ensure scientific integrity and evaluation of campaign and program elements. Develops and maintains effective process data collection and analysis methods that meet the needs of funders and also provide useful programmatic feedback.

10% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the California Department of Public Health and with other public and private organizations. Liaises with the National Fruit and Vegetable Program, including acting as the designated Fruit and Vegetable Nutrition Coordinator for California, participating in meetings and workgroups, and providing leadership for California's co-branding and partnership with the Fruits & Veggies—More Matters™ brand. Ensures that the FVPA Campaigns Unit connects with other major national nutrition and physical activity initiatives, such as the Let's Move initiative, Alliance for a Healthier Generation, and others. Manages special partner projects focused on enhancing activities targeted to low-income children and adults. Participates in internal workgroups to improve the overall work of the *Network* and enhance connections between the FVPA Campaigns Unit and other Units within the *Network.*

5% Prepares a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, and journal articles for publication. Represents the *Network* campaigns and programs to the public and partners, including planning and conducting professional presentations and participating in state- and national-level professional meetings and conferences.

5% Performs other duties, as required.

DUTY STATEMENT
Program Director I (50% time) – Policy, Partnerships and Planning Unit (C. Brown)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Development Specialist III of the *Network for a Healthy California (Network)*, the Program Director I (PDI) develops, guides, and informs school and community programs to increase fruit and vegetable consumption and physical activity, with a focus on low-income communities, children and families. Within the parameters of USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed), the PDI identifies and mobilizes leadership through state and local education, social service, agriculture and child care agencies, departments, boards and councils, and provides oversight and guidance to assigned *Network* projects and contracts. The PDI serves on leadership councils and committees; provides oversight, guidance, and technical assistance to *Network* leadership projects; and shares representation at various nutrition education- and physical activity-related committees, meetings, councils and conferences. The PDI coordinates and collaborates with nutrition and health-focused organizations in order to integrate nutrition education into state and local efforts. Specifically, the PDI performs the following duties:

45% Provide leadership and serve as a resource on SNAP-Ed nutrition education programs. Provide contract management including oversight and technical assistance for *Network* Leadership and Special Projects; *Network* partnership development; and State Nutrition Action Plan communication and coordination.

30% Elevate Food Stamp promotion, nutrition education and physical activity promotion in child care and education settings. Act as a resource to the management team on food assistance programs and projects, and serve as a liaison with ad-hoc groups, committees and organizations such as the Child Care Roundtable, Head Start Collaborative, and California Department of Social Services.

15 % Serve as a member of statewide groups and committees as a resource in supporting nutrition education, including *Network* Project Teams, the Early Childhood Leadership Project, State Nutrition Action Plan, and the California Department of Public Health and California Department of Education Child Care Work Groups.

10% Other duties as assigned.

DUTY STATEMENT
Program Director III (Dr. Backman)
***Network for a Healthy California* – Cancer Control Branch**
Public Health Institute

Directly reporting to PHI's Chief Operation Officer (COO) and with functional reporting responsibility to the Cancer Control Branch (CCB) Chief, the Program Director III (PD III) directs PHI's $100 million, multi-year master contract with the *Network for a Healthy California*. The PDIII is responsible for the overall management and coordination of project activities, including oversight of all HR-related functions, managing project budgets, coordination of work activities, and developing and managing relationships with relevant external organizations. The PD III is also responsible for the annual strategic planning for the project; daily planning and administration of the project and is involved in additional project activities as needed. Specifically, the PD III will perform the following duties:

20% Provides Cancer Control Branch (CCB) and PHI executive leadership with strategic program planning and execution through direction for PHI *Network* unit leads that facilitate annual USDA SNAP-Ed scope of work implementation, workload and efficient completion of contractual deliverables.

20% Directs overall programmatic and fiscal management including all procurement processes and fiduciary obligations of the master contract, and directs the development of multiyear and annual expenditures with stratified projects for personnel, subcontracting, operating and general expenses.

20% Directs PHI managers in the development and approval of the PHI components of the USDA Annual Plan ,directs *Network* PHI unit leads to assure timely program implementation and monitor progress on USDA and master contract objectives and contract deliverables.
Oversees PHI *Network* administrative team in human resources management protocols and business practices

10% Provides guidance to project staff on materials management through identifying and establishing comprehensive clearinghouse, procurement and dissemination functions; reviews annual action plan process and subsequent ad hoc reporting.

10% Provides Cancer Control Branch Chief with quarterly reports that include summary of PHI contracts executed to date, expenditures by overall budget line-item and by subcontracts.

10% Provides annual reporting of PHI programmatic outcomes for inclusion in the USDA Annual Report, supervises program staff (including oversight on development and approval of annual performance reviews). As needed, may be required to develop, manage and monitor Performance Improvement Plans for PHI staff and recommend appropriate disciplinary actions, provides leadership to *Network*/PHI unit leads on strategic planning and methods of increasing efficiency of program implementation, workload and intra-unit communications.

10% Oversees the development of the PHI budget of the USDA Annual Plan and other duties as assigned.

DUTY STATEMENT
Research Associate II – Research and Evaluation Unit (E. Talmage)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under direction of the Research Scientist II, the Research Associate II (RA II) will assist in the identification and production of geographic/demographic data for program planning, targeting and tracking; complete data tables from raw data output for *Network for a Healthy California (Network)* survey data [California Dietary Practices Survey (CDPS), the California Teen Eating, Exercise and Nutrition Survey (CalTEENS), the California Children's Eating and Exercise Practices Survey (CalCHEEPS)] and other survey data, narrate results to include in research reports; and participate in other research and evaluation projects as required. The RA II also conducts literature searches, collaborates in writing technical reports and research articles for publication by the *Network*. More specifically, the RA II performs the following duties:

60% Creates and maintains EARS Data Collection Tools; Provides EARS technical assistance to contractors and Network staff. Participates in EARS Training; Compiles Semi-Annual and Annual report data.

20% In coordination with survey leads, performs data entry, formatting and double checking of data tables; Assists in gathering, double checking, and interpreting health statistics from other sources; prepares graphs and tables. Provides technical assistance and consultation to all Network staff across a broad range of software including the MS Office Suite, Internet Explorer, ArcGIS, and online tools such as SurveyMonkey, AskCHIS and American FactFinder. Develops SurveyMonkey surveys, Access databases, and Excel spreadsheets, and Word forms to meet data collection needs of Network units.

15% Assists with the preparation of Section grant plans and annual reports. Participates in technical writing of research reports for publication by the Section. Conducts literature searches on research topics; performs fact checking of materials submitted by Communications Unit, Fruit Vegetable Physical Activity Campaigns and Programs, other units, and regional collaboratives. Uses Access and Excel to maintain Section databases for Free and Reduced Price School Meals and percent of individuals and households of various racial/ethnic backgrounds and ages living at or below 130% and 185% of the Federal Poverty Level; utilizes database to work with Program Managers on accurately targeting their service areas and responding to queries on Network school sites. Utilizes large demographic/socioeconomic/geographic datasets to extract summary information, aggregate data, and import data into various spreadsheet or database formats and a desktop Geographic Information System (GIS).

5% Other duties as required.

DUTY STATEMENT
Research Associate III – Research and Evaluation Unit (C. Kitzmann)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under the supervision of the Research Scientist II (RS II), *Network for a Healthy California (Network)*, the Research Associate III will assist in the preparation and conduct of research projects, including the California Dietary Practices Survey (CDPS), the California Teen Eating, Exercise and Nutrition Survey (CalTEENS), the California Children's Eating and Exercise Practices Survey (CalCHEEPS), the collection and processing of the Semi-Annual Activity Report, the project Impact/Outcome Evaluation, and other research and evaluation projects as required. Writes articles and technical fact sheets for publication by the Section, completes data tables from raw data printouts and narrates results for inclusion in reports. Incumbent will also participate in organizing activities and other support work as needed. Specifically, the incumbent will perform the following duties:

30% Coordinates development, implementation, and analysis of one major surveillance survey or specialized research project; develops and writes reports based on survey findings

25% Creates Impact/Outcome Evaluation data entry templates and performs technical assistance; monitors contractors' impact/outcome evaluation progress and provides assistance with trainings for capacity building workshops in evaluation; participates in the development and formatting of assessment instruments. Coordinates, monitors, and tracks receipt of annual reports from contractors. Acts as primary contact for technical assistance and other questions from contractors; responds to questions and distributes questions to appropriate state staff.

20% Provides evaluation support to other units in the Section, including the African American campaign and serves as research liaison to the Bay Area Region, which may include, among others coordinating formative and outcome evaluation research projects including contract development and monitoring, conducting, literature reviews, development of focus group materials and structured interviews, monitoring interviews, participation in the design and formatting of assessment instruments, planning and implementation of assessment, data analysis, and review of and feedback for analyzed data and reports Contributes to the development of and acts as a reviewer for RFAs and ITBs.

10% Organizes data runs and data requests, including coordination with staff, and communication with consultants for data collection and analyses; creates, edits, enters data, double checks, and organizes data tables for *Network* internal and external survey data, Food Stamp program data, and other program-related data. Creates, proofs and edits graphics and documents reflecting data for reports and slide presentations (PowerPoint, Word, and Excel); provides technical assistance to REU staff in use of Excel and PowerPoint.

10% Writes and edits reports for publication by the Section; Contributes to writing of research reports and journal manuscripts; Prepares research abstracts, presentations, and posters and presents at professional conferences.; Prepares fact sheets and compiled information

on topics related to nutrition and cancer prevention, obesity, physical activity, the food industry, and food assistance programs; Provides expert review and fact checking of media material supporting Section activities, educational materials prepared by Fruit, Vegetable, and Physical Activity Campaigns, and release of research reports; Assists with the preparation of Section grant applications and progress reports.

5% Performs other tasks as assigned.

DUTY STATEMENT
Research Associate II/III – Research and Evaluation Unit (Vacant)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under direction of the Research Scientist II, the Research Associate II/III (RA II/III) will assist in the development and conduct of evaluation projects including telephone and mail surveys; complete data tables from raw data output for *Network for a Healthy California (Network)* survey data [California Dietary Practices Survey (CDPS), the California Teen Eating, Exercise and Nutrition Survey (CalTEENS), the California Children's Eating and Exercise Practices Survey (CalCHEEPS)] and other survey data, extract data from a variety of demographic, socioeconomic, and geographic sources; interpret data in text and graphic format; and participate in other research and evaluation projects as required. The RA II also conducts literature searches and collaborates in writing technical reports and research articles for publication by the *Network*. More specifically, the RA II performs the following duties:

25% Assists with development and conduct of evaluation projects including telephone and mail surveys. Abstracts data from forms, surveys, reports, contracts and compiles findings. Provides technical support for related activities as needed.

20% Constructs and coordinates the completion of data tables; creates, edits, enters data, double checks, and organizes data tables for CPNS internal and external survey data, Food Stamp program data, and other program-related data.

20% Extracts summary information and aggregates data from large demographic /socioeconomic/geographic datasets such as U.S. Census and the California Dept. of Education summary data. Compiles data from sources such as the American Community Survey, Vital Statistics, the California Health Interview Survey, and other local, state, regional, and national sources. Creates, proofs and edits graphics and documents for reports and slide presentations (PowerPoint, Word, and Excel); provides technical assistance to REU staff in use of Excel and PowerPoint.

20% Reviews, proofreads, and performs fact checking of materials submitted by Communications, Policy, and FVPA units and other internal and external stakeholders as requested. Prepares fact sheets and compiled information on topics related to nutrition and cancer prevention, obesity, physical activity, the food industry, and food assistance programs.

10% Conducts literature searches, using databases such as PubMed and other Internet resources; contributes to research reports, press release materials, and journal manuscripts; prepares research abstracts, presentations, and posters and presents at professional conferences.

5% Performs other duties as required.

DUTY STATEMENT
Research Associate IV – Research and Evaluation Unit (A. Linares)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Associate IV (RAIV) works in coordination with other interdisciplinary research staff in the preparation and conduct of statewide evaluation projects of *Network* and *Fruit, Vegetable, and Physical Activity Campaign's* SNAP-Ed nutrition education interventions, including the *California Dietary Practices Survey (CDPS)*, and other evaluation projects as required. RAIV acts as project coordinator on at least one survey and at least one program evaluation project, such as the *Network for a Healthy California—Latino Campaign*, in addition to serving as a research and evaluation consultant for local contractors, *Regional Networks*, and other section program evaluation. RAIV takes the lead on the preparation of scientific reports, fact sheets, media materials, and presentation of findings as appropriate for local contractors, regional lead staff, educators, and other professionals who work with SNAP-Ed recipients and eligible persons; participates in review and fact-checking of program public relations materials; and assists in the collection and tracking of programmatic data to support the *Fruit, Vegetable, and Physical Activity Campaign* evaluations. The RA IV will also provide selected formative, process, and outcome evaluation for media and communication, policy, planning/partnership, and fruit/vegetable and physical activity campaign strategies, messaging, and special projects, as assigned. RAIV assists with preparing *Network* grant applications and progress reports; serves on internal and external *Network* committees as requested. Specific duties include:

30% Coordinates development, implementation, and analysis of one major surveillance survey or specialized research project

25% Provides evaluation support for Impact/Outcome Evaluation, which includes data entry, cleaning, aggregation, analysis, report writing, and trouble shooting.

15% Provides evaluation support for Research and Evaluation Section colleagues and for Network Sections , including the *Latino Campaign*, contractors, and/or regions, which may include participation in the design and formatting of assessment instruments, planning and implementation of assessment, coordinating evaluation activities with staff and/or consultants, and review of and feedback for analyzed data and reports; may include coordinating formative communications research projects: contributing to design of research, contract development and monitoring, development of focus group materials and structured interviews, monitoring interviews, and review of contractor reports.

10% Writes and edits Research and Evaluation reports for publication by the Section; prepares research abstracts, presentations, and posters and presents at professional conferences.

5% Contributes to preparation of fact sheets and compiled information on topics related to nutrition and cancer prevention, obesity, physical activity, the food industry, and food assistance programs; provides expert review of media material supporting Section activities and release of research reports and of Section administrative, drill, and policy

work. Provides expert review of nutrition education intervention material supporting *Network* activities and release of *Network* reports through the Nutrition Standards and Guidelines Team.

5% Serves as the *Network* co-liaison at external California surveillance survey workgroup meetings (e.g., the Behavioral Risk Factor Survey). Tasks will include attendance at meetings, participation in questionnaire development and data analysis plans, and preparing summary reports and conference abstracts.

5% Assists with the preparation of Section grant applications and progress reports; serves on internal and external *Network* committees as requested.

5% Performs other duties as required.

DUTY STATEMENT
Research Associate IV – Research and Evaluation Unit (A. Narodovich)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under the leadership of the Manager of the Research and Evaluation Unit (Research Scientist II), and the Section Chief of the *Network for a Healthy California (Network),* the Research Associate IV (RA IV) coordinates with other units within the *Network*, the California Department of Public Health's Information Technology Services Division (ITSD), and an external contractor to develop a data collection system appropriate for program needs and the United States Department of Agriculture (USDA) reporting requirements. Specifically, the RA IV takes the lead in the collection, analysis and use of program tracking data for the USDA Education and Administrative Reporting System (EARS) and potentially for time logs. In conjunction with the Research Associate II, the RA IV develops and implements webinars and in-person trainings for *Network* contractors in use of the Activity Tracking Form (ATF) and provides technical assistance. The RA IV oversees all aspects of collecting, processing, analyzing, and reporting social marketing data through the Semi-Annual Activity Report (SAAR). The RAIV also provides formative, process, and outcome evaluation for the Physical Activity Integration Program, and designated *Regional Networks*, Policy, Partnership, and Planning Unit projects, Media and Communication Unit projects and special projects as assigned. RA IV assists with preparing *Network* grant applications and progress reports; serves on internal and external *Network* committees as requested. Specific duties include:

30% Works with the *Network*'s Information Technology Improvement Group, (IT), ITSD, and internal *Network* team made up of unit representatives, Operations Subcommittee members, and other volunteer contractors to develop a data collection system appropriate for program needs and USDA reporting requirements for the Education and Administrative Reporting System (EARS). Participates in development of Feasibility Study Report and Market Research of potential vendors for online EARS data collection system. Updates Activity Tracking Form (ATF) for *Network* contractors, Regional Networks and Campaign and Programs. Coordinates developing time log data collection system with other data collection systems in collaboration with EARS Workgroup and Program Compliance and Review Team PCRT co-lead.

30% Develops training materials. Provides technical assistance and training to *Network* staff and contractors on use of the ATF.

20% Oversees process tracking evaluation for the Semi-Annual Activity Report (SAAR) and is responsible for production of annual reports for inclusion in USDA progress reports; works with IT to refine/develop online data collection forms. Facilitates conference calls with contractors to review the forms and answering contractors' questions on an individual basis. Oversees data entry and data cleaning, problem resolution, and analysis.

10% Provides evaluation support to other units in the Section, e.g., physical activity integration, contractors, and/or regions, which may include participation in the design and formatting of assessment instruments, planning and implementation of assessment,

coordinating evaluation activities with staff and/or consultants, and review of and feedback for analyzed data and reports.

5% Writes and edits Research and Evaluation Unit reports for publication by the Section; prepares research abstracts, presentations, and posters and presents at professional conferences. Contributes to annual progress reports, the annual USDA work plan, and documentation related to obtaining and maintaining funding.

5% Performs other duties as required

DUTY STATEMENT
Research Associate IV – Research and Evaluation Unit (Vacant)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

The Research Associate IV (RA IV) will work under the leadership of the PHI Manager of Research and Evaluation (Research Scientist II) and the Section Chief of the *Network for a Healthy California (Network)*. The Research Associate IV will work in coordination with other interdisciplinary research staff in the preparation and conduct of evaluation and research projects, including evaluation of Leadership Plan projects, *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX^3)* and other research and evaluation projects as required. The RA IV will provide research guidance for leadership projects to be assigned, data management and technical support for CX^3, will participate in development of Network media and communications strategies, messaging and assigned special projects, and will serve as the research and evaluation liaison to at least one Regional Network region. The RA IV takes the lead on the preparation of selected scientific reports and presentation of findings, as appropriate for lay and professional audiences. RA IV assists with preparing *Network* grant applications and progress reports; serves on internal and external *Network* committees as requested. Specifically, the incumbent performs the following duties:

35% Serves as research liaison for two or more Leadership Plan projects, including the development and formatting of assessment instruments, regular tracking of progress, troubleshooting, report review and feedback.

25% Provides data support and technical assistance for Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX^3); coordinates data entry, quality control methods, analysis and reporting of data. trains contractors and other CX^3 participants in data entry as needed; Implements evaluation survey of sites conducting survey work on resulting action in the field; provides guidance and technical assistance to contractors for field work and implementation of CX^3.

15% Attends bi-weekly Communications and Media Unit meetings to identify projects that require research and/or evaluation services; participates in media evaluation projects to the extent that workload allows. (If incumbent has a nutrition degree) As part of Nutrition Standards and Guidelines Team, provides expert review of dietary recommendations and nutrition education intervention material supporting Network activities.

10% Provides evaluation support to one or more *Network* regions, including participation in the design and formatting of assessment instruments, planning and implementation of assessment, and coordinating evaluation activities with program staff and/or regional consultants. Reviews case study reports.

10% Collaborates in preparing selected scientific reports and presentation of findings. Assists with the preparation of Section grant applications and progress reports

5% Performs other duties as required.

DUTY STATEMENT
Research Scientist I (CX^3) – Research and Evaluation Unit (A. Ghirardelli)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

The Research Scientist I (RS I) will work under the leadership of the PHI Manager of Research and Evaluation (Research Scientist II) and the Section Chief of the *Network for a Healthy California (Network).* The Research Scientist I will work in coordination with other interdisciplinary research staff in the preparation and conduct of research projects, including *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX^3)* and other research and evaluation projects as required. The RS I will act as lead researcher for CX^3 and for formative and outcomes research evaluation for Network media and communications strategies, messaging and assigned special projects, such as the Rethink Your Drink campaign. The RS I takes the lead on the preparation of selected scientific reports and presentation of findings, as appropriate for lay and professional audiences, and will assist in the oversight of data collection and tracking of programmatic data to support assigned Campaign evaluations. RS I assists with preparing *Network* grant applications and progress reports; serves on internal and external *Network* committees as requested. Specifically, the incumbent performs the following duties:

25% Serves as lead researcher for Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX^3) - Coordinates development of tools/methods to gather and report data on local food and physical activity environment and program planning surveys for CX^3; coordinates instrument development; develops scoring methodology; Interprets data and prepares reports on findings.

20% Provides training and implementation guidance for conduct of CX^3. Develops and conducts GIS trainings; co-leads trainings in conduct of field surveys including quality control; Provides guidance for local contractors on interpretation of data and strategic program planning.

20% Serves as Research and Evaluation Unit liaison for formative and outcome evaluation for media and communication strategies, messaging, and special projects, as assigned. Provides theoretical, scientific evidence base for media messaging. Coordinates formative research projects; contributes to design of research, contract development and monitoring, development of focus group materials and structured interviews, and review of contractor reports.

25% Provides evaluation support to two *Network* regions and to ReThink Your Drink initiative including study and instrument design planning and implementation of evaluation strategies; Interprets data and prepares reports on findings.

5% Prepares scientific reports, journal manuscripts, and presentation of findings for lay and professional audiences. Assists with the preparation of Section grant applications and progress reports

5% Performs other duties as required.

DUTY STATEMENT
Research Scientist I – Research and Evaluation Unit (A. Keihner)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

The Research Scientist I (RS I) will work under the leadership of the PHI Manager of Research and Evaluation (Research Scientist II) and the Section Chief of the *Network for a Healthy California (Network)*. The RSI will work in coordination with other interdisciplinary REU staff in the design, preparation, conduct, and oversight of research and evaluation projects, including statewide nutrition surveillance through the *California Children's Healthy Eating and Exercise Practices Survey* (*CalCHEEPS*), *California Children's Power Play! Campaign* technical assistance and evaluation, one regional health collaborative and other research and evaluation projects as required. The RSI oversees data compilation and leads the preparation of scientific reports, manuscripts, and presentation of findings for these projects, as appropriate for lay and professional audiences. Collects and tracks cognitive, behavioral, and environmental data to support *Campaign* evaluations. Organizes and maintains data analyses for survey research projects. Coordinates writing on USDA annual plan needs assessment for REU staff. Leads REU staff statistical orientation and training. The RSI is expected to complete all work in an independent fashion and at a level of expertise appropriate for a Master's prepared employee, with at least three years of increasingly complex projects and responsibilities. Specifically, the incumbent performs the following duties:

30% Day-to-day management, organization, and planning of the *California Children's Healthy Eating and Exercise Practices Survey* (*CalCHEEPS*), including coordination, human subjects approval, and quality control; communication with consultants on project design, data collection, and data processing; data analyses and interpretation.

15% Provides formative and impact evaluation support to programs in the Section with particularly emphasis on projects targeting children. Develops evaluation designs; plans and implements evaluation projects; coordinates and oversees evaluation projects with program staff and/or consultants; provides technical assistance to the *California Children's Power Play! Campaign* and *Harvest of the Month* formative evaluation.

15% Technical writing of topline reports, program implication summaries, and manuscripts for publication; Prepares abstracts and presents oral and poster presentations for professional and scientific audiences.

15% Coordinates writing for annual plan needs assessment submitted to federal funding agency. Provides statistical orientation and training to new REU staff.

10% Leads the development and refinement of evaluation and surveillance instruments for youth which includes testing the reliability and validity of psychosocial constructs, examining diet and activity measurement issues, and exploring factors that predict diet, activity, and weight.

5% Serves as Research Unit liaison for one Regional Network, providing evaluation support to the North Coast Region, including participation in the design, formatting, and review of assessment instruments, planning and implementation of assessment, and coordinating evaluation activities with program staff and/or regional consultants.

5% Provides technical assistance to REU staff working on the adult and teen diet and activity surveys, *California Dietary Practices Survey* and *California Teen Eating, Exercise, and Nutrition Survey*.

5% Performs other duties as required.

DUTY STATEMENT
Research Scientist I (Biostatistician) – Research and Evaluation Unit (P. Mitchell)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under the supervision of the Research Scientist II of the *Network for a Healthy California (Network)*, the Research Scientist I is responsible for providing statistical support for *Network* Food Stamp nutrition education evaluation projects. The Research Scientist I works as part of a research team, and is involved in the development of statistical methodology and data analysis plans for the *Network* and external surveys and evaluation projects, interpreting results, and documenting the findings. The Research Scientist I conducts independent analyses on questions pertaining to diet, physical activity, body weight, and food insecurity from external surveys and works collaboratively with an experienced contract biostatistician on analysis of *Network* surveys. Provides technical assistance to *Network* staff on data coding, statistical techniques, and data analysis. Conducts data analysis for large-scale food stamp nutrition education evaluation projects for the *Network*. Specific duties include:

35% Perform data analysis for *Network* surveys of adult, teen, and, particularly, child dietary and physical activity practices, attitudes, knowledge, and beliefs with emphasis on analyses of Food Stamp participants and eligible persons and other food insecurity related topics.

20% Contribute to the design, statistical methodology, and data analysis plans of surveys and program evaluation studies. Perform data analysis for Network combined impact evaluation of local FSNE projects and for evaluation of new Food Stamp nutrition education interventions.

20% Conduct independent evaluation analyses, including the examination of trend data, on questions related to *Network* objectives and target populations using datasets from surveys such as the *BRFSS*, *CWHS*, and *CHIS*. Oversees responses to requests for data from surveillance surveys.

20% Prepares statistical sections, tables, and graphics for associated presentations and publications for professional, staff and lay audiences. Provides technical assistance and guidance on higher level statistical techniques and analysis to Network evaluation staff.

5% Other duties as required

DUTY STATEMENT
Research Scientist I – Research and Evaluation Unit (B. MkNelly)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Section Chief, to develop and coordinate evaluation project activities focused primarily on non-profit contractors working directly with very low resource clients, e.g., farm workers, food bank and food stamp program participants; provides expertise to the Section on the topics of food stamp participation, food security, and food assistance programs as related to a multi-program, multi-site statewide nutrition social marketing campaign. Responsibilities include providing evaluation technical assistance to *Network* contractors and Campaign staff, analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques, such as case studies. Duties require strong knowledge of public health, health economics, food security/nutrition assistance issues, and social science literature; background in social marketing and health promotion theory and practice desirable; strong qualitative and quantitative study design and data analysis skills including data organization, management, and application, as well as publication in peer-review journals. Specific duties include:

30% Leads planning and monitoring of formative, process, and outcome evaluation of food banks, federally qualified health centers, competitively funded community-based non-profit organizations and *Network for a Healthy California* activities focused on food security. Provides these *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for nutrition education social marketing projects funded by CPNS to assess the extent and suitability of evaluation measures proposed or already in place. Identifies validated instruments for evaluation of *Network* objectives.

20% Acts as Research Unit liaison for the *Network's* Retail Program, one Regional *Network*/Collaborative and three leadership projects Healthy Behaviors Initiative Afterschool Program, Peer-to-Peer and Youth Engagement.

15% Leads planning and monitoring of formative, process, and outcome evaluation of the CalFresh Access Improvement Plan (FSAIP) contractor's food stamp outreach activities.

10% Monitors contract of external evaluators for the local food and nutrition education (LFNE) channel. Works closely with them to delineate activities and reviews reports.

10% Participates in collaborative planning and analysis of the California Women's Health Survey, ensuring that questions on Food Stamp participation, food security, and food assistance usage are included in the annual survey and developing the analysis plan for those questions.

10% Prepares case studies and other evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from Network SNAP-Ed evaluation projects. Participates in preparation of Needs Assessment

and Research and Evaluation Unit State Summary for annual Plan for funding agency and annual report.

5% Other duties as required

DUTY STATEMENT
Research Scientist II – Research and Evaluation Unit (S. Sugerman)
***Network for a Healthy California* – Research and Evaluation Section**
Public Health Institute

Under the supervision of the PHI Program Director III, and general guidance from the Chief, Research and Evaluation Section of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Research Scientist II (RSII), Unit Manager, Research and Evaluation, oversees a staff of 8-10 scientific professionals and will be responsible for the planning and implementation of ongoing population surveys, special studies, and intervention evaluations for the *Network*. The RS II will take the lead in the design and implementation of evaluation research strategies for several aspects of this complex multi-million dollar prevention program. The RS II will function as a research methodology expert on a multidisciplinary team of marketing professionals, nutritionists, and partners from the private and non-profit sectors. The RS II will provide technical consultation on study, design, and interpretation of epidemiologic and evaluation research, and serve as liaison to regionally administered, direct service programs throughout the State. The RS II will have major responsibilities for developing a strong research component of the *Network* and in seeking outside funds for special studies, such as the National Cancer Institute, the U.S. Department of Agriculture, or the Centers for Disease Control and Prevention. Specific duties include:

30% Under supervision of Section Chief, Policy, Planning, and Evaluation, provides scientific leadership and nutrition expertise for in-house research. In collaboration with other members of the Research and Evaluation Unit, designs large, complex surveillance and intervention studies and provides technical assistance in the development and conduct of research to a wide variety of partners interested in developing and evaluating healthy eating interventions using social marketing approaches for lower income households. Uses both quantitative and qualitative methods to perform data manipulations and analyses on complex data sets for a variety of audiences. Responsible for general oversight of three Network-sponsored major biennial surveys, including the California Dietary Practices Survey of Adults, the California Teenage Eating, Exercise, and Nutrition Survey, and the California Dietary Practices Survey of Children. Contribute to collaborative development of survey questions for the California Women's Health Survey and the California Health Interview Survey with other Agency programs serving the same population, e.g., Project LEAN, WIC, and Dept. of Social Services.

20% Conducts administrative and personnel management activities of the Research and Evaluation Unit; Provides guidance, mentoring, and direct unit management oversight for eight to ten public health research professionals. Evaluates staff performance; writes duty statements. Participates in the recruitment, selection, placement, and training of REU staff; allocates staff and resources; determines training needs and recommends staff development activities; interprets and enforces department policy with respect to equal employment opportunity requirements in terms of unit hiring decisions.

20% Conceptualizes, plans, and implements formative, outcome, and impact evaluations of programs funded by the *Network*. This involves the conceptualization of evaluation goals

and objectives, selection of appropriate evaluation designs and statistical techniques, development and/or identification of data collection instruments, quality control measures, and analytic methods, and interpreting and drawing conclusions related to intervention or activity being evaluated. Prepares research components of grant applications. Oversees IRB development as needed; Develop survey analysis plans, Writes grant applications and collaborative professional publications. Develops and monitors research contracts.

15% Prepares a variety of program and surveillance reports for use in planning, media, policy, and evaluation by the *Network* and its partners, including reports to the legislature, other state agencies, county health departments, and peer-reviewed journals. Supervises staff in the preparation of publications, documents, and correspondence in response to requests from various organizations, e.g., the public, health providers, and department personnel, including structuring, editing, and revision of publications. Prepares and makes verbal presentations to a wide variety of audiences, including public health professionals, food industry groups, media, policy makers, and interested community groups on the findings from *Network* research activities. Assists outside users in accessing *Network* surveys and data.

10% Participates in senior management meetings, provides input on *Network* activities, and assists in the implementation of Network goals and objectives. Oversee preparation of Unit contribution to annual plan, including budget, and annual report to federal funding agency.

5% Represents *Network* on research-related internal and state and federal external workgroups & expert panels; Performs other duties as required.

DUTY STATEMENT
Technical Assistance Specialist II (Communities of Excellence (CX^3)) – Regional Operations and Training Unit (L. Fuhrman)
***Network for a Healthy California*- Policy, Planning and Partnership Section**
Public Health Institute

Under the general direction of the Program Director III and with guidance from the Health Program Specialist II with the *Network for a Healthy California*, the Technical Assistance Specialist II (TASII) will participate in the effective implementation and evaluation of a statewide social marketing campaign aimed at improving the health of low-income families through increased consumption of fruits and vegetables and improved levels of physical activity. The TASII will work as a member of the Communities of Excellence (CX^3) Team, which uses an evidence-informed program planning framework built on the evaluation of community-level indicators and assets that make up a "community of excellence." CX^3 includes practical, streamlined tools and methods for assessing the neighborhood food environment that may be modified through local change. The TASII will provide ongoing technical assistance with tools and methods, data management, entry and analysis reports utilized by all CX^3 contracting health departments to support effective implementation of program planning through community development and linking with *Campaigns* through the Regional Networks. The TASII will work with funded projects to ensure quality control practices are implemented. The TASII also will provide guidance and assistance to the CX^3 sites in preparing a variety of documents, reports, and data collection. The TASII will represent CX^3 at conferences and meetings. Specifically, the TASII will perform the following duties:

50% Provide technical assistance for all CX^3 sites with tools and methods for GIS and field data collection. Assist in the development of analysis tools, input of data, and quality control. Maintain regular computer records of technical assistance calls documenting problems and corrective plans and implementing additional training as necessary. Distribute and assist in the implementation of the developed process and outcome measures gathered. Coordinate development and distribution of state-level CX^3 promotional materials.

20% Provide technical assistance to CX^3 sites with adapting and translating data reports into communication templates and materials. Assist sites with location and input of additional data sources for communicating results and findings.

15% Coordinate CX^3 trainings, materials and presentations. Provide field training to CX^3 sites on survey instruments. Represent CX^3 by participating in conferences and professional meetings.

10% Assist in the development of evaluation tools, data collection, and follow-up interviews. Provide quality control for all data gathered and shared, including the survey methods used, collection of the education, engagement and initiatives that have occurred in the field related to CX^3, and data dissemination (i.e., partnerships, actions, interventions, etc.); the usefulness of the tools, materials, technical assistance, and other resources; possible skill building and professional development with experience of CX^3; general perspectives/attitudes about CX^3 and the process; and next steps and directions for CX^3.

5% Other duties, as required.

DUTY STATEMENT
Technical Assistance Specialist II – Fruit, Vegetable, and Physical Activity Campaigns
(Vacant)
***Network for a Healthy California* – Policy, Planning and Partnership Section**
Public Health Institute

Under the supervision of the Fruit, Vegetable, and Physical Activity Campaigns (FVPA) Unit manager, the Technical Assistance Specialist II (TAII) helps to ensure the successful implementation of the seven campaigns and programs within the *Network for a Healthy California*'s FVPA Unit. The campaigns and programs include the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Physical Activity Integration Program*, and *Harvest of the Month.* The TASII performs a variety of tasks that improve the interventions conducted by *Regional Networks* and other *Network* projects and partners that implement FVPA Unit campaign and program components. The TASII prepares and reviews a variety of written documents; responds to phone and e-mail inquiries from local projects and the public; assists with coordination of competitive bidding processes; and coordinates conferences, meetings, and trainings. Specifically, the TASII performs the following duties:

25% Prepares, reviews, and proofreads a variety of written documents, including correspondence, contracts, reports, nutrition education materials, manuals, technical assistance guides, and other documents. Differentiates the needs of different writing applications, such as those for professional audiences, internal documents, and those for low-literacy consumer audiences, and applies appropriate judgment to the editing and proofreading process. Maintains strong working knowledge of the Chicago Manual of Style and the California Department of Public Health's grammar and format requirements. Works with staff to create PowerPoint presentations and other technical assistance and training tools. Develops and maintains project management tools.

25% Leads logistical planning and coordination of three annual in-person, multi-day trainings of 120-150 people with general sessions and up to eight breakout sessions. Also coordinates four to eight annual Advisory Committee meetings. Develops planning timelines, communicates effectively with the training team, ensures adherence to deadlines, coordinates with external contractors, works with Unit support staff to ensure preparation and delivery of all training materials, provides on-site coordination, and conducts training follow up activities. Provides logistical coordination for exhibits at professional conferences, workshops, tradeshows, seminars, and meetings, which includes leading the planning and preparation, coordinating with the Administrative team regarding required outside contracts, and coordinating with support staff to ensure preparation and delivery of materials. Represents the *Network* at exhibits and successfully interacts with the public to provide basic information about the *Network* and its campaigns and programs.

15% Responds to telephone and email inquiries from *Network* projects, partners, and the public with a high degree of professionalism; maintains databases for mailing lists, contact management, conference scheduling, materials distribution, and FVPA Unit

projects; responds appropriately and effectively to general public inquiries received via telephone and e-mail; and prepares correspondence, forms, and meeting materials.

15% Maintains general program files and resource library; maintains the in-house inventory of FVPA Unit consumer and partner materials; works with appropriate *Network* staff to facilitate the distribution of educational materials and promotional items; and maintains the materials storage room.

10% Works with FVPA Unit staff to coordinate competitive bidding processes for projects requiring outside subcontractors, consultants, and vendors. Assists with developing lists of potential bidders, developing and distributing Invitations to Bid and Requests for Application, receiving and logging bids and applications, coordinating the review process, and notifying bidders of award decisions.

5% Prepares and distributes communications to internal *Network* staff, contractors, and partners, including the monthly FVPA Unit e-mail update.

5% Performs other duties as required.

Duty Statement

California Department of Social Services (CDSS)
CalFresh Nutrition Education Unit (K.Brinks)
Staff Service Manager I (SSM I) (1.00 FTE)

- Supervisory Functions
  - The SSM I supervises daily activities of CalFresh Nutrition Education (CNE) staff and their assigned activities.
  - Provides supervision and direction to staff in reference to SNAP-Ed assignments and monitors completion of assignments.

- Program Oversight
  - Oversee the two CNE contracts to include contract language, agreements, amendments and other contract management responsibilities as required.
  - Supervise staff with the development of the annual Nutrition Education State Plan and any subsequent amendments to request federal funding; facilitate collaboration between CDPH and UCD to ensure that one consolidated plan meeting SNAP-Ed requirements is submitted in accordance with federal timelines.
  - Review, approve, and coordinate the submittal of the CNE Annual Report and ensure compliance with all CNE reporting requirements.
  - Collaborate with CDPH and FNS on compliance reviews of both state office and local service provider operations; conduct independent reviews where necessary; monitor the delivery of CNE services to ensure that they are delivered as approved in the State Plan.
  - Partner with USDA/FNS to perform administrative reviews as required; coordinate the response to review reports to address noted deficiencies; monitor compliance implementation of corrective actions.

- Collaboration/Program Direction/Program Promotion
  - Oversee the planning of CDPH's and UCD's activities based on analysis of the State Plan, information from site visits and compliance reviews, data, etc.
  - Serve as an active participant in the strategic planning efforts of the federally-mandated State Nutrition Action Plan (SNAP), a collaboration of state agencies with federally-funded nutrition programs.
  - Seek and develop partnerships with other state agencies, nonprofits or private industry to collaborate and initiate projects to promote the CalFresh Program as a nutrition assistance program.

Duty Statement

California Department of Social Services (CDSS)
CalFresh Nutrition Education Unit (A. Boswell)
Associate Governmental Program Analyst (1.00 FTE)

Under the supervision of a Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for a variety of activities associated with administrative oversight over California's nutrition education for food stamp recipients, development of strategies/projects for program promotion, development and implementation of directives/projects to improve the nutrition of low-income households. In addition, the AGPA may also be involved in policy development, legislative bill analysis and special projects requiring research and analysis. The AGPA will work independently the majority of the time, and may serve in a lead capacity regarding assignments.

A. Specific Job Assignment

40% Provide analysis, review, and maintenance of the annual CalFresh Nutrition Education State Plan, participate in program compliance reviews, assist with the development and implementation of program promotion activities, review invoices/contracts, and provide technical assistance.

30% Play a lead role in collaborating with the federal government, other state departments, county welfare departments, nutrition education contractors, and community organizations relating to CalFresh Nutrition Education.

10% Play a lead role in the development and implementation of special projects directed at improving program effectiveness, including coordination of the project.

10% Respond to inquiries from other entities in the California Department of Social Services, Health and Human Services Agency, federal government, other state departments, county welfare departments, nutrition education contractors, and community organizations with regard to program activities and special projects.

5% Prepare correspondence and accurate written materials for all levels of government (county, state and federal).

5% Maintain current, organized and retrievable program information that ensures accurate and accountable responses.

B. Supervision Received

The AGPA receives general direction from and reports to the SSM I. The AGPA works independently the majority of the time and is expected to produce complete products.

C. Supervision Exercised

The AGPA may be asked to function in a lead capacity and assist in the training of new staff.

D. Administrative Responsibility

None.

E. Personal Contacts

The AGPA has frequent contact with a wide range of departmental personnel, federal representatives, other state departments, county welfare departments, nutrition education contractors, and community organizations.

F. Actions and Consequences

The AGPA makes recommendations on various issues, activities and projects related to the program. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

G. Other Information

Experience working with nutrition programs is very desirable. More important, however, are strong analytical, verbal communication, writing and interpersonal skills. Up to 25 percent travel may be required.

Duty Statement

California Department of Social Services (CDSS)
CalFresh Nutrition Education Unit (K.Lewis)
Associate Governmental Program Analyst (1.00 FTE)

Under the supervision of a Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for a variety of activities associated with administrative oversight over California's nutrition education for food stamp recipients, development of strategies/projects for program promotion, development and implementation of directives/projects to improve the nutrition of low-income households. In addition, the AGPA may also be involved in policy development, legislative bill analysis and special projects requiring research and analysis. The AGPA will work independently the majority of the time, and may serve in a lead capacity regarding assignments.

A. Specific Job Assignment

40% Provide analysis, review, and maintenance of the annual CalFresh Nutrition Education State Plan, participate in program compliance reviews, assist with the development and implementation of program promotion activities, review invoices/contracts, and provide technical assistance.

30% Play a lead role in collaborating with the federal government, other state departments, county welfare departments, nutrition education contractors, and community organizations relating to Food Stamp Nutrition Education.

10% Play a lead role in the development and implementation of special projects directed at improving program effectiveness, including coordination of the project.

10% Respond to inquiries from other entities in the California Department of Social Services, Health and Human Services Agency, federal government, other state departments, county welfare departments, nutrition education contractors, and community organizations with regard to program activities and special projects.

5% Prepare correspondence and accurate written materials for all levels of government (county, state and federal).

5% Maintain current, organized and retrievable program information that ensures accurate and accountable responses.

B. Supervision Received

The AGPA receives general direction from and reports to the SSM I. The AGPA works independently the majority of the time and is expected to produce complete products.

C. Supervision Exercised

The AGPA may be asked to function in a lead capacity and assist in the training of new staff.

D. Administrative Responsibility

None.

E. Personal Contacts

The AGPA has frequent contact with a wide range of departmental personnel, federal representatives, other state departments, county welfare departments, nutrition education contractors, and community organizations.

F. Actions and Consequences

The AGPA makes recommendations on various issues, activities and projects related to the program. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact unit integrity and the success of the projects that the unit oversees.

G. Other Information

Experience working with nutrition programs is very desirable. More important, however, are strong analytical, verbal communication, writing and interpersonal skills. Up to 25 percent travel may be required.

Section D: Budget Summary Attachments

MEMORANDUM OF UNDERSTANDING (MOU)

This agreement is established between the California Department of Public Health, Cancer **Prevention and Nutrition Section (CPNS)**, hereinafter called CPNS and the **Special Supplemental Nutrition Program for Women, Infants and Children (WIC)** hereinafter referred to as WIC.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to nutrition education under the Federal Fiscal Year (FFY) 2009 California Food Stamp Nutrition Education (FSNE) Plan to the United States Department of Agriculture (USDA). In particular, this MOU is intended to:

- Enhance mutual nutrition education efforts to the target population;
- Increase coordinated efforts to promote increased consumption of fruit/vegetables and whole grains; reduce fat and sweetened beverage consumption and promote healthy eating and physical activity;
- Streamline administrative costs by avoiding duplication of efforts and sharing of materials;
- Avoid supplantation of WIC activities at local agency level; and
- Establish formal liaisons between the two programs.

II. BACKGROUND

CPNS and WIC have complementary roles in providing nutrition education to low-income populations in California.

WIC provides nutrition and food assistance services to eligible families with pregnant and breastfeeding mothers, infants and children up to the fifth birthday. Program services include nutrition counseling and classes, breastfeeding promotion and support, referrals to health and social services and food checks that can be used to buy specific foods (milk, cheese, eggs, cereal, juice, beans, peanut butter and infant formula).

CDPH has contracts with 82 local agencies for the local provision of WIC services, half of which are local governments and half of which are private, non profit community organizations. WIC provides nutrition education in individual and group sessions, make referrals to health and social services organizations and issue food checks to participants each month. Each check is valid for 30 days and is payable for a specific quantity and type of food, equaling about $62.00 per month per participant. At the present time, 13 local WIC agencies leverage part of their WIC funds as part of the "match" requirement for CPNS—these agencies are listed in Exhibit A.

CPNS administers FSNE under the title "Network for a Healthy California" (*Network*) with funding from an Interagency Agreement with the California Department of Social Services (CDSS).

While the CPNS mission is broad to help prevent cancer and other chronic diseases through good nutrition, physical activity, and sun protection, the goals of the programs delivered with the USDA FSNE funds through the *Network's* statewide initiatives are primarily focused on increasing fruit and vegetable consumption to the recommended levels in the U.S. Dietary Guidelines for Americans and increasing physical activity to at least 30 minutes a day for adults and 60 minutes a day for children, which supports obesity prevention, as well as striving to reduce hunger/food insecurity by promoting the use of the Food Stamp Program to eligible Californians.

The *Network's* funding and activities are targeted to the FSNE eligible population and other low-income Californians who are at or below 185 percent of the Federal Poverty Level (FPL), within approved census tracts, low-resource schools and other community sites. Based on census tracts, *Network* services may reach 44 percent of California Food Stamp participants and the 37 percent of persons with incomes below 185 percent of the FPL. Other qualifications are contained in the Annual FSNE Guidance Plan.

Both programs have participated in the California State Nutrition Action Plan (SNAP) since 2003.

III. CPNS Responsibilities Under this MOU

CPNS shall undertake the following activities:

- Appoint a WIC Liaison to coordinate state level activities and common goals (outside of SNAP);
- Participate in regular communications with WIC state staff;
- Share with state WIC staff nutrition education materials developed by the *Network* and its partners, and any other information or data relevant to this partnership;
- Provide LIA funding mechanism to local agencies to capture non-federal, non-matched nutrition education expenditures.
- Provide time for orientation of *Network* staff on WIC requirements of Network LIA Program;
- Inform WIC staff about FSNE/*Network* contract and program requirements;
- Promote use of WIC sites as venues for FSNE and Food Stamp promotion activities;
- Assist with the development and implementation of a standardized time study to capture State Share time spent on FSNE for *Network* LIA contracts; and
- Provide any requested additional support or activities to local WIC agencies as part of the on-going partnership.

IV. WIC RESPONSIBILITIES UNDER THIS MOU

WIC shall undertake the following activities:

- Appoint a *Network* Liaison to coordinate state level activities and common goals (outside of SNAP);
- Participate in regular communications with FSNE and *Network* staff;
- Share with state *Network* staff any nutrition education materials and any other information and data relevant to this partnership;
- Inform *Network* staff about WIC contract and program requirements;
- Promote use of *Network* local agency sites as venues for FSNE, WIC referrals and Food Stamp promotion activities;
- Assist with the development and implementation of a standardized time study tool to capture State Share time spent on FSNE for *Network* contracts; and
- Provide additional support or activities to local Network agencies as part of the on-going partnership.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Either party may terminate this agreement without cause by giving 30-calendar day advanced notice to the other parties. Should we define the notice will be provided either by verbal or written.

VI. FUNDING

This partnership between CPNS and WIC does not include any exchange of funds. Funds will be exchanged between participating local WIC agencies and CPNS through the LIA Program based on annual application of anticipated state and federal share expenditures. Contracts will be generated between local WIC agencies and CPNS once the USDA annual FSNE Plan has been approved. The list of participating Network LIA Program agencies leveraging WIC funds will be updated on an annual basis during the funding application process.

Funding principles for LIA Programs that provide WIC Services

1. None of the funds allocated as State Share for *Network* LIA program are federal funds or funds being used to match other federal funds.

2. No portion of the proposed State Share funds allocated to the *Network* by the participating LIA agencies is being counted more than once, or for another State agency, Local Incentive Awardee (LIA) contract, or for a University of California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

3. Agencies participating in the *Network* LIA Program will provide State Share and Federal Share budget documentation as requested by USDA, the *Network* and/or WIC.

4. None of the activities funded through the Federal or State FSNE budget supplants existing WIC nutrition education efforts or funding.

5. Additional coordination with CPNS Nutrition Education Coordinators (NECs) will be required for any school-based programming conducted at the local level.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of CPNS and WIC authorized officials. It shall be in force from October 1, 2008 until rescinded.

CPNS and WIC indicate agreement with this MOU by their signatures.

Women, Infants and Children Program Division Chief or designee	Cancer Prevention and Nutrition Services Division Chief or designee
6/9/08	7/8/08
Date	Date

EXHIBIT A - LOCAL WIC AGENCIES LEVERAGING NETWORK FUNDS
Federal Fiscal Year 2011

Agency	Anticipated FFY 2011 State Share	Anticipated FFY 2011 Federal Share
Alameda County (CHCSA)	$7,989,622	$3,994,811
Solano County Health and Social Services	$538,539	$269,269