

**Section C: NLP Staffing**

Contract Number	Local Organization	Description of Job Duties		FTEs charged to SNAP-Ed	SNAP-Ed Salary, Benefits and Wages, Federal Dollars only	Number of Staff
		% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery			
1 11-10156	LFNE Asian Health Services	167.42%	232.58%	1.0281	\$68,640.93	4.00
2 11-10155	LFNE California State University, Chico, Research Foundation - SCNAC	277.14%	222.86%	1.5445	\$62,700.91	5.00
3 11-10157	LFNE Community Alliance with Family Farmers	458.52%	241.48%	1.3448	\$68,710.15	7.00
4 11-10151	LFNE Community Partners for Rootdown LA	130.00%	170.00%	1.125	\$60,465.54	3.00
5 11-10153	LFNE Education and Leadership Foundation	700.00%	0.00%	2	\$62,612.24	7.00
6 11-10159	LFNE FAME Assistance Corporation	70.00%	130.00%	1.5	\$68,735.00	2.00
7 11-10160	LFNE Community Bridges	243.10%	156.90%	1.62	\$73,934.95	4.00
8 11-10154	LFNE Family Health Care Network	100.00%	200.00%	1	\$46,682.01	3.00
9 11-10152	LFNE San Ysidro Health Center	150.00%	50.00%	1.2	\$57,560.06	2.00
10 11-10158	LFNE Vista Community Clinic	200.00%	100.00%	1.67	\$69,681.76	3.00
11 13-20108	Calaveras County	300.00%	300.00%	1.37	\$91,616.09	6.00
12 12-10185	City of Berkeley Department of Health Services	460.00%	240.00%	2.015	\$181,135.15	7.00
13 12-10212	County of San Luis Obispo	315.79%	584.21%	3.45	\$253,155.52	9.00
14 12-10161	Humboldt County Health and Human Services	660.01%	439.99%	4.5125	\$340,647.39	11.00
15 12-10170	Los Angeles County Department of Public Health	2530.00%	270.00%	25.9	\$2,423,387.38	28.00
16 12-10179	Yolo County Health Department	383.33%	616.67%	4.4	\$368,465.94	10.00
17 12-10187	Tulare County Health and Human Services Agency	430.00%	370.00%	5.8	\$364,614.45	8.00
18 13-20115	Amador County	350.00%	250.00%	0.65	\$59,364.57	6.00
19 12-10152	Butte County Public Health Department	166.67%	333.33%	3.35	\$238,184.01	5.00
20 12-10154	County of Sacramento, Division of Public Health	500.00%	700.00%	8.65	\$915,547.88	12.00
21 12-10160	County of Fresno	1075.00%	225.00%	9.9	\$739,975.73	13.00
22 12-10164	County of Yuba	426.67%	273.33%	1.96	\$126,592.00	7.00
23 12-10169	Mendocino County Health and Human Services Agency	530.00%	270.00%	1.4292	\$120,194.06	8.00
24 12-10186	Sutter County Human Services -Health Division	540.00%	360.00%	2.8	\$206,632.77	9.00
25 12-10155	Tehama County Health and Human Services Agency.	577.33%	122.67%	2.43	\$168,238.46	7.00
26 12-10207	Marin County, Department of Health and Human Services	510.00%	290.00%	3.4	\$257,690.64	8.00
27 13-20103	Tuolumne County	210.00%	190.00%	1.65	\$120,046.12	4.00
28 13-20106	Mono County	0.00%	100.00%	1	\$37,500.00	1.00
29 12-10178	Imperial County Public Health Department	450.00%	350.00%	3.89	\$301,902.15	8.00
30 12-10263	Contra Costa County Health Services Department	350.00%	750.00%	6.12	\$612,690.87	11.00
31 12-10190	County of Merced Department of Public Health	150.00%	350.00%	4.5	\$449,511.58	5.00
32 12-10194	County of Riverside Department of Public Health	1400.00%	1800.00%	19.95	\$1,464,973.57	32.00
33 12-10195	County of Ventura	265.00%	735.00%	9.9	\$741,737.61	10.00

**Section C: NLP Staffing**

34	12-10199	County of San Diego, Public Health Services	1713.36%	286.64%	13.4	\$1,181,649.26	20.00
35	13-20040	County of Lake	280.00%	220.00%	2.14	\$159,748.79	5.00
36	12-10171	Kern County Public Health Services Department	280.00%	220.00%	7.35	\$568,216.35	5.00
37	12-10181	San Mateo County Health System.	220.00%	380.00%	3.65	\$390,773.76	6.00
38	12-10191	City and County of San Francisco Department of Public Health	693.30%	406.70%	5.635	\$581,693.76	11.00
39	12-10205	City of Pasadena Public Health Department	435.00%	365.00%	4.15	\$280,724.65	8.00
40	12-10189	County of Orange, Health Care Agency	475.00%	1825.00%	13.7	\$1,140,011.41	23.00
41	12-10193	County of Sonoma, Department of Health Services	900.00%	0.00%	2.5675	\$249,930.62	9.00
42	13-20015	Long Beach, City of, Department of Health and Human Services	465.83%	734.17%	7.7	\$624,334.83	12.00
43	13-20114	County of Siskiyou	307.14%	92.86%	1.5	\$135,772.25	4.00
44	12-10188	Nevada County Public Health Department	215.00%	85.00%	0.95	\$98,874.95	3.00
45	12-10192	San Joaquin County Public Health Services	296.67%	503.33%	6.55	\$584,955.87	8.00
46	13-20016	Shasta County Health and Human Services Agency through its PHD	312.67%	787.33%	7.15	\$550,876.85	11.00
47	13-20018	Alameda County Health Care Services Agency	600.00%	1900.00%	20.83	\$2,216,917.46	25.00
48	13-20294	Health Education Council (County of Placer)	300.00%	600.00%	4.8	\$248,829.00	9.00
49	12-10203	County of Santa Clara, Public Health Department	479.00%	1021.00%	11.1	\$1,179,194.60	15.00
50	12-10177	Madera County Public Health Department	260.00%	340.00%	4.2	\$231,147.85	6.00
51	12-10182	Santa Barbara County Public Health Department	200.00%	500.00%	5.6099965	\$488,463.92	7.00
52	12-10183	Santa Cruz County Health and Human Services	287.26%	412.74%	4.5	\$387,327.08	7.00
53	12-10184	Stanislaus County Human Services Agency	375.00%	325.00%	5.65	\$441,457.63	7.00
54	12-10197	Solano County – Nutrition Services Program (with Napa)	450.00%	350.00%	4.5	\$380,440.43	8.00
55	12-10204	County of San Bernardino Department of Public Health	900.00%	1100.00%	15.8	\$1,351,535.10	20.00
56	13-20097	Plumas County (with Lassen & Modoc)	400.00%	200.00%	1.3097	\$120,925.66	6.00
57	13-20105	Alpine County	13.99%	86.01%	0.0715	\$2,857.14	1.00
58	13-20107	CSU Chico (Colusa and Glenn County)	200.00%	900.00%	3.5193	\$178,248.83	11.00
59	13-20017	Monterey County Health Department LHD (with San Benito)	461.11%	438.89%	8.6	\$903,995.00	9.00
60	13-20102	Kings Community Action Organization	145.00%	255.00%	3.1	\$180,118.75	4.00
61	13-20104	Del Norte	220.00%	80.00%	1.16	\$68,742.29	3.00
62	13-20096	El Dorado Hills Community Vision	191.67%	208.33%	1.9	\$128,400.00	4.00
63	13-20114	Siskiyou	307.14%	92.86%	1.5	\$135,772.25	4.00
64	13-20110	Trinity County	296.67%	103.33%	0.73	\$50,578.92	4.00
65	13-20289	Inyo County	200.00%	200.00%	0.8	\$53,658.25	4.00
<b>Totals:</b>			<b>27956.79%</b>	<b>26443.21%</b>	<b>319.1821</b>	<b>\$26,519,701.00</b>	<b>544.00</b>

## DUTY STATEMENT

### **Administrative Assistant III – Partnerships and Planning Unit (E. Bertoni)** ***Network for a Healthy California – Policy, Planning and Partnership Section*** **Public Health Institute**

Under the supervision of the Partnerships and Planning Unit manager, the Administrative Assistant III (AIII) will provide administrative duties for three separate units within the *Network for a Healthy California (Network)*: Partnerships and Planning Unit, Youth Engagement Project and School Health Education. AIII 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.

- 35% Responsibilities associated with Partnerships and Planning Unit support include partnerships database maintenance, meeting coordination (planning, registration, sending mass emails, copy and assemble meeting materials, meeting notes follow-up, resource material coordination, and on-site meeting support) for *Network* Statewide Collaborative (NSC), Food Access Nutrition Education Outreach, NSC Executive Committee, and Program Manager Workgroup. The AIII will update/edit Partnership materials (brochures, newsletters, etc.) and provide updates to the Partnership website. The AIII will schedule a variety of ad hoc meetings, and be responsible for the weekly WAR, in addition to providing assistance with weekly Nutrition and Physical Activity (NUPA) list preparation.
- 25% Responsibilities associated with the Youth Engagement Project in addition to the responsibilities listed above, the AIII assists the Health Educator IV 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 AIII 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. The AIII will serve as web publisher for a password protected Youth Engagement website, providing technical assistance and support to Local Health Department staff accessing this site.
- 10% Responsibilities associated with School Health Education include maintaining onsite Schools Health Educator's Outlook calendar to ensure timely response to meeting requests and to schedule meetings with staff, both internally and externally. Monitor email for high priority requests during absence from office, provide logistical support for scheduling meetings and provide note taking support, as needed. At the direction of the Schools Health Educator, provides support for and maintains the School and Afterschool-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-and afterschool-related information and data and compiles this data in various forms by organizing and formatting the results for Network staff and partners.

10% The AIII will maintain online and paper files, maintain distribution lists, submit postings to the *Network* Master Calendar, and provide proofreading and design support for documents such as flyers, reports, agendas, and charts. Annually, the AIII may assist in USDA Plan preparation.

15% As an Administrator for the *Network* WebEx Meeting Center Account, the AIII 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 AIII 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Administrative Assistant III – PHI Administration Unit (J. Chaussee)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the general direction of the Program Administrator III, the Administrative Assistant III (AIII) will provide a full range of administrative support functions to the PHI Administration and Fiscal Services Unit within the *Network for a Healthy California (Network)*. The AIII performs a variety of complex secretarial and administrative tasks which require a high degree of organizational skill, initiative, independence, attention to detail, and responsiveness to short timelines from more than one person at the same time. The AIII 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, provide logistical support for meetings, answer telephones, assist with projects and prioritize incoming and outgoing tasks by importance, timeliness and sensitivity. Specifically, the AIII performs the following duties:

- 50% Provides a full-range of administrative support to the Program Director III by performing various duties requiring knowledge of systems and procedures and includes but is not limited to typing correspondence, organizing and maintaining file systems, arranging conference calls, making copies of documents and other materials. Assists PDIII in preparation of presentations, conferences, and provides meeting coordination duties such as coordinating travel and logistics. Provides on-site meeting support, which may include laptop/LCD/conference phone set-up and arrangement of meeting resources. Prepares internal and external correspondence with minimum direction; ensures that documents are formatted according to *Network* and PHI guidelines and produced with a high degree of accuracy. Coordinates with staff, management, and other organization groups to resolve technical and administrative issues.
- 25% In support of the on-site human resource functions based within the Unit, assists with recruitment tasks of scheduling interviews, and prepares interview packets and other documentation for the program staff. Supports personnel orientation and employee adherence to mandatory training requirements. Sends bi-weekly reminders of employee timesheet deadlines. On a rolling annual schedule, provides staff notification of deadlines related to the employee performance management process for up to 70 employees.
- 20% In support of the Unit, provides general administrative support to the Program Administrator III including but not limited to preparing and proofreading correspondence, preparing forms and meeting packets, photocopying, PowerPoint presentations; and takes minutes during meetings. Maintains and applies a high degree of knowledge of the policies and procedures for *Network*, PHI and CDPH in order to serve as a backup to the *Network* Administrative Support Team. Uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Supports the Accounting Assistants in supplies management. Ensures that necessary printer/copier supplies and equipment are on hand for staff use. Assists with special projects and seasonal activities.
- 5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Administrative Assistant III – Fruit, Vegetable, & Physical Activity Campaigns**  
**(Vacant)**  
***Network for a Healthy California – Policy, Planning and Partnership Section***  
**Public Health Institute**

Under the supervision of the Program Director I, Fruit, Vegetable, and Physical Activity Campaigns (FVPA) Unit, *Network for a Healthy California (Network)*, the Administrative Assistant III (AAIII) will provide administrative support to the *Network's* FVPA Unit. The FVPA Unit's eight campaigns and programs include the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Physical Activity Integration Program, Harvest of the Month, and ReThink Your Drink*. The AAIII performs a variety of complex secretarial and administrative tasks in support of the FVPA Unit and exercises a high degree of initiative, self-reliance, and responsibility in performing assigned tasks. The AAIII will prepare and review a variety of written documents; respond to phone and e-mail inquiries from the public; provide logistical support for meetings and trainings; gather, tabulate, and summarize programmatic data; maintain general program files and resource library; and assist with coordination of competitive bidding processes. Specifically, the AAIII performs the following duties:

- 25% Reviews and proofreads a variety of written documents, including correspondence, forms, contracts, reports, nutrition education materials, and other documents for correctness, typographical errors, and format. 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, as well as the California Department of Public Health's grammar and format requirements and document approval processes and forms. Works with staff to create PowerPoint presentations; develops and maintains project management tools; and takes notes during conference calls, meetings, and other professional gatherings. Collects submissions, edits, and distributes a monthly internal e-newsletter related to the Unit's work.
  
- 20% Answers, screens, and directs telephone calls with a high degree of professionalism; sends and distributes faxes; completes periodic large mailings; maintains databases for mailing lists, contact management, conference scheduling, materials distribution, and FVPA Unit projects; and responds appropriately and effectively to general public inquiries received via telephone and e-mail. Represents the *Network* at professional conferences and meetings by staffing informational booths and tables. Provides desk and telephone back-up for other *Network* support staff.
  
- 20% Coordinates meetings for staff; assists with complex logistical arrangements for conferences, meetings, trainings, webinars, and special events; and schedules meetings on Microsoft Outlook. Coordinates with staff on logistical preparations for conferences, meetings, trainings, webinars, and teleconferences including registration for participants, preparation and distribution of training materials, providing on-site support, obtaining and summarizing feedback from participants, and preparing summary results. Arranges staff meetings and prepares meeting agendas and meeting notes.

- 15% Gathers, tabulates, and analyzes data from a variety of sources, including data provided by local contractors in Microsoft Excel and Microsoft Access. Creates tables, graphs, and summaries of data to present to Unit managers and staff.
  
- 10% 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 areas.
  
- 5% Works with FVPA Unit staff to coordinate competitive bidding processes for projects requiring outside subcontractors, consultants, and vendors in accordance with Public Health Institute processes and requirements. 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% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Administrative Assistant IV – Communications Program (B. Ward)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the supervision of the PHI Marketing Manager III, the Administrative Assistant IV (AAIV) will provide administrative support to the Communications Program within the *Network for a Healthy California (Network)*. The AAIV provides a variety of complex secretarial and administrative tasks in support of the Communications Program and exercises a high degree of initiative, self-reliance, and responsibility in performing assigned tasks. The AAIV will provide logistical support for meetings and trainings; prepare and review a variety of written documents; coordinate invoice tracking and processing of state media contract work orders; maintain current Network master calendar; maintain artwork files for resource library; and provide technical assistance and support of the clerical staff manual. Specifically, the AAIV will perform the following duties:

- 30% **State media subcontractor meeting coordination:** Coordinates meetings for *Network Media Staff* and the state media subcontractor(s); assists with complex logistical arrangements for conferences, meetings, trainings, webinars and special events; schedules meeting on Microsoft Outlook. Maintains monthly media activities calendar, coordinates with staff on logistical preparations for meetings and conferences, prepares meeting agendas and provides accurate meeting notes. Conducts literature searches on topic areas of fruits/vegetables/obesity for the Public Relations team.
  
- 30% **State documents and specialized support to assistant branch chief:** Reviews, proofreads, and edits a variety of written state documents for accuracy, typographical errors, and format; includes but is not limited to Secretary Action Requests, Director Action Requests, Governor’s Action Requests, Program Letters, and Bill Analyses. Serves as Branch lead for packaging and tracking *Network* state documents according to established protocol. Maintains strong working knowledge of the Chicago Manual of Style, as well as the California Department of Public Health’s grammar and format requirements and document approval processes and forms. Serves as back-up to Branch Chief with respect to processing state documents and supports Assistant Branch Chief with administrative duties.

**Additionally, support to Director’s Office and Staff:** As assigned, provides back-up administrative support to the Director’s Office and staff. Using a high degree of problem solving and application of detailed policies and procedures, reviews and disseminates correspondence from agencies, legislators, local health departments, federal officials and other state organizations. Screens sensitive and diverse telephone inquiries. Reviews incoming correspondence addressed to Director, assigns response categories/due dates, enters into tracking system, and packages assignments for delivery to appropriate programs. Prepares reports on status of outstanding controlled correspondence and follows up with Deputy Director for completion. Functions as the Director’s Office attendance coordinator.

15% **State media subcontractor work orders and invoices:** Coordinates with Contract Operations Unit on processing and tracking state media subcontractor work orders, Media Authorizations, and invoices. Reviews invoices for completeness and mathematical accuracy. Completes all documents in a timely manner and maintains an Excel tracking system. Packages invoices with accuracy to ensure timely review, approval and payment to state media subcontractor. Assists with State Media Contract request for proposal every three years; includes preparation of binders and collateral materials.

10% **Network Media Library:** Maintains an up-to-date and accurate Excel workbook containing artwork files for the Graphics Unit and Media. Updates and maintains spreadsheet and hard-copy binders on all graphic materials (including CDs) with control number/file. Monitors and manages hard-copy literature library of collateral materials for events as requested by *Network* programs and funded partners. Assists with re-ordering materials inventory for meetings and conferences.

5% **Network Master Calendar:** Responsible for maintaining current master calendar for the *Network*, which is posted on the CDPH website. Receives master calendar requests from *Network* partner organizations, proofreads and edits for accuracy. Routes through established *Network* approval process and works directly with I.T. unit to publish content on the website, maintaining a tracking log of all master calendar requests.

5% **Network Administrative Support/Clerical Staff Manual:** Developed (and maintains with regular updates) a comprehensive administrative training manual for all clerical staff. Provides technical assistance and training on the content and standard administrative processes for *Network* support staff, and performs other duties as required.

Maintains a State Document Reference Manual 2012 for the NEOP Network Staff, which provides detailed instructions in how to format, edit and package state documents for the *Network*. Provides technical assistance and training on SARs, DARs, GOARs, Bill Analysis, GOAR, GOCAR, CCU's, Purchase Orders, Watch Bills, a Document Review Flowchart, CDIC color code, and approval guidelines, along with other information.

5% Serves as lead to the administrative/clerical staff during Office Services Supervisor absence, and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Administrative Coordinator – PHI Administration Unit (L. O’Neill)**  
*Network for a Healthy California*  
**Public Health Institute**

Under supervision of the Program Administrator III and the general direction of the PHI Network Director, the Administrative Coordinator (AC) coordinates selected Human Resources activities for PHI staff within the *Network for a Healthy California*. Specifically, the AC performs the following duties:

50%     Coordination of Personnel Activities

Act as primary point of contact and liaise with specialists at PHI HR in Oakland for PHI Network employees on selected HR matters. Includes the following activities: Benefits Administration (open enrollment, Q&A, clarification, etc.); Leaves of Absence, Telecommute Agreements and other work scheduling issues; Payroll (e.g., maintenance of access levels in the OTE system, etc.); Monitor employee fulfillment of mandatory training compliance; Follow prescribed processes for informing employees about workplace safety and injury prevention, and report injury incidents; Process Personnel Action Forms (PAF) and maintain employee files.

45%     Staffing Activities

Maintain current, signed duty statements for all PHI Network employees, and submit new or revised job questionnaires/duty statements to Oakland HR for validation. Work with Oakland HR to post new job openings and maintain them, and facilitate the recruiting, interview and offer process. Provide new hires with orientations, first day documentary compliance and employee file setup. Make arrangements for new hires’ office space, telecom/datacom connectivity and accounts, liaising with site management and IT. Report on status of actual staffing vs. plan/budget and other related analyses as needed. Work with external staffing agency to set up and close temporary staffing contracts. Process employee separations, including voluntary and involuntary (layoffs or termination with cause).

5%     Other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**  
**Accounting Assistant I – PHI Administration Unit (K. Smith)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Program Administrator III – Supervisor, the Accounting Assistant I is responsible for the following duties:

- 40% Coordinate *Trade* Accounts Payable processes in accordance with all PHI and Network policies and requirements: Ensure that required Funder, State, and PHI competitive vendor selection requirements (telephone quotes, written bids/proposals, etc.) are meticulously followed for all purchases & commitments of PHI resources. Set up new vendors in PHI systems and maintain the vendor list. Create, process, track and close purchase orders as required. Manage the PHINetworkAP email account and dispatch incoming invoices and correspondence as appropriate. Process vendor and subcontractor invoices for payment. Process travel claims and check requests received from the Accounting Assistant III for payment. Receive and respond to calls/emails from subcontractors, consultants and other vendors making status inquiries about open invoices, and resolve past due balances. Analyze and disseminate vendor balance status reports received from Corporate Accounting. Creatively and proactively problem-solve, and manage favorable vendor and subcontractor relationships. Maintain paper and electronic vendor and AP files.
- 20% Maintain document control file and performance tracking processes for the department. Prepare and circulate folders containing transaction and other documentation through the management review and approval process. Includes new subcontracts, subcontractor & purchase orders, vendor invoices, travel claims & check requests, etc. Organize own responsibilities in such a way as to be able to locate folders and paperwork at any point in the process, and ensure that no documents are lost. Ensure AFS has backup copies of everything leaving the area. Prepare and mail packets to PHI Grants & Contracts for further processing.
- 10% Purchase and maintain furniture & equipment, and inventories of materials and supplies. Coordinate software and other IT ordering & inventory and licensing compliance. Maintain equipment lease contracts. Coordinate ergonomic evaluation of new employees, and ordering of specialized furniture and equipment.
- 15% Cross-train with the dedicated AR Accounting Assistance, and provide backup coverage to the Administrative Assistant in the maintenance of Network copiers and printers.
- 10% Provide administrative support and handle ad hoc information requests as required.

5% Perform other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Accounting Assistant III – PHI Administration Unit (D. Fine)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Program Administrator III – Supervisor, the Accounting Assistant III is responsible for the following duties:

- 50% Coordinate all facets of PHI Network’s revenue cycle. Receive PHI Network invoices (to CDPH) from PHI Corporate Accounting; assign CalStar codes; locate and copy all transactional backup and other supporting documents and attach to invoices; troubleshoot invoices for unallowed expenses; circulate through the management review and approval process. Maintain effective communication with CDPH Contract Management, responding to requests and clarifying information provided for their review; Promptly/swiftly resolve any and all requests for missing information or Invoice Dispute Notifications. Deliver approved invoices to CDPH Accounting for payment scheduling. Continuously track invoices through the several process phases; Liaise with and intermediate between PHI Corporate Accounting and CDPH to reconcile PHI AR Agings to CDPH records and report on status of open invoices; investigate causes for slowdowns in collections, communicate to PHI management and assist in resolving as needed; Maintain paper and electronic AR files.
  
- 25% Coordinate *Employee* Accounts Payable and other accounting processes in accordance with all PHI and Network policies and requirements. Includes: preparing, processing, tracking and closing requests for employee travel advances; carefully verifying and promptly processing employee and contractor travel claims and requests for reimbursement for business expenditures. Ensure adherence to travel guidelines and budget. Coordinate and reconcile PHI Network Petty Cash. Maintain paper and electronic files. Reconcile PHI Network credit card (Diners Club) account (if applicable).
  
- 10% Assist as directed with annual plan, budget exercises, proposals, audits/reviews and other fiscal/financial activities and projects.
  
- 10% Provide mentoring/guidance and backup coverage to the dedicated Accounts Payable Accounting Assistant.
  
- 5% Perform other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**  
**Compliance Administrator – PHI Administration Unit (J. Chadda)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Program Administrator III, the Compliance Administrator is a working supervisor responsible for all implementation aspects of PHI contracting processes within the *Network for a Healthy California (Network)*. The Compliance Administrator leads and directs the Contract Administrator staff in the execution of new and amendment of existing contracts, as well as continuous maintenance, performance monitoring and closure/termination through the life of contracts. The Compliance Administrator has an expert command of laws and policies governing PHI *Network* contracts under PHI's Master Agreement, and ensures that PHI remains in constant compliance with all requirements. Responsibility encompasses the creation and maintenance of continuously updated templates, policy, training and reference materials used to orient, educate and guide *Network* and 3<sup>rd</sup> party business partners in contract creation and invoicing. It furthermore includes the creation and maintenance of templates and tracking mechanisms used for monitoring and communicating contract performance. PHI *Network* is periodically subject to funder audits and administrative reviews, which the Compliance Administrator plans, manages and serves as first point of contact. Specifically the incumbent performs the following duties:

- 50% Manage team of contract administrators responsible for contract implementation and administration. Determine the coverage/assignments, or distribution of contracts among team and self. Directly manage own portfolio of contracts. Ensure that all contracts are well-documented, internally consistent, and approved and executed on time. Ensure that paper and electronic contract files are complete, available, accessible and follow all prescribed naming and organizational conventions. Ensure that contractor invoices are accompanied by all necessary transaction backup documentation, allowed, and agree with contract terms before sending along for approval and payment. Work with units to ensure contract fulfillment and invoicing occurs on schedule and on time, and alert management to any deficiencies. Work with other AFS personnel as needed, for example in support of the annual plan process or interim rounds of plan amendments.
  
- 20% Develop, improve and maintain a set of uniform, standardized tools for analyzing and communicating contract performance, ensuring they are current and available for management use. This includes but is not limited to the annual contract matrix, the annual contract labor rate comparison to objective market measures, invoice tracking tables, etc. Provide monthly contract performance updates and other ad hoc analyses as needed.
  
- 15% Independently remain continuously current on all funder and PHI contract policy and legal requirements, and communicate changes to the Program Administrator III. Maintain current all training, reference and procedural materials, templates and forms, availing convenient access to these materials, and provide training and technical assistance to PHI *Network* subcontractors, units & program managers, auditors and other *Network* and PHI personnel. Processes covered include contractor selection & qualification, scopes of

work, budgets, and rules for capturing allocated charges, etc. Ensure that all policies, procedures and compliance requirements are meticulously followed.

10% Plan, manage and serve as first point of contact on all funder audits, administrative reviews and requests for information, and ensure successful outcomes. Serve as liaison to the *Network's* Contract Compliance Monitoring Unit. Expeditiously resolve any exceptions and priority findings.

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Contracts Administrator II – PHI Administration Unit (L. Bolante)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Compliance Administrator and the general direction of the PHI Program Director, the Contracts Administrator II (CA II) is responsible for all implementation aspects of PHI contracting processes within the *Network for a Healthy California*, technical assistance, and oversight of the scope of work for PHI's master agreement. As the team's senior contract administrator, the CA II will provide team leadership to PHI employees inside and outside Administrative and Fiscal Services in all matters pertaining to the contracting process. Duties include but are not limited to:

- 20% Work with, and provide guidance and consultation to *Network* Program and Contract Managers in the coordination of subcontractor selection. Includes Request for Proposals (RFPs), Request for Applications (RFAs) and Intention to Bid (ITB), and other quote/bid solicitation. Requires a thorough understanding of USDA (funder), State of California and PHI procurement rules, requirements and processes, including parameters for applying sole source justification or otherwise waiving competitive selection. Proactively initiate processes to ensure smooth and timely implementation of new contracts. Participate in the review and scoring of bids and proposals received, as well as the recommendation and/or selection of subcontractors. Act as an informational resource, and provide training as needed to contractors on federal, state and PHI program requirements.
- 20% Work 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. Work directly with third-party public and private subcontractors. Review subcontracts for accuracy and completeness, including contract scopes of work, budget, mathematical computations and logical premises, appropriateness, relevance and allowability under the terms of PHI's Master Contract.
- 35% Review invoices received from vendors under contract to PHI *Network* for completeness, accuracy, and conformity to contract terms and all applicable policies and regulations. Serve as first point of contact between Administrative & 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% Track and monitor process performance, providing regular or ad hoc reports and other analyses as needed. Provide support to Compliance Manager and any Contract Compliance or funder reviews or audits. Contribute to the maintenance and

communication of department policies and procedures, develop analytical templates, and contribute ideas that improve quality and efficiency.

5% Supports PA III with planning, budgeting and other specialized projects as needed.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Contracts Administrator II – PHI Administration Unit (I. Tovar)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Compliance Administrator and the general direction of the PHI Program Director, the Contracts Administrator II (CA II) is responsible for all implementation aspects of PHI contracting processes within the *Network for a Healthy California*, technical assistance, and oversight of the scope of work for PHI's master agreement. As the team's senior contract administrator, the CA II will provide team leadership to PHI employees inside and outside Administrative and Fiscal Services in all matters pertaining to the contracting process. Duties include but are not limited to:

- 20% Work with, and provide guidance and consultation to *Network* Program and Contract Managers in the coordination of subcontractor selection. Includes Request for Proposals (RFPs), Request for Applications (RFAs) and Intention to Bid (ITB), and other quote/bid solicitation. Requires a thorough understanding of USDA (funder), State of California and PHI procurement rules, requirements and processes, including parameters for applying sole source justification or otherwise waiving competitive selection. Proactively initiate processes to ensure smooth and timely implementation of new contracts. Participate in the review and scoring of bids and proposals received, as well as the recommendation and/or selection of subcontractors. Act as an informational resource, and provide training as needed to contractors on federal, state and PHI program requirements.
- 20% Work 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. Work directly with third-party public and private subcontractors. Review subcontracts for accuracy and completeness, including contract scopes of work, budget, mathematical computations and logical premises, appropriateness, relevance and allowability under the terms of PHI's Master Contract.
- 35% Review invoices received from vendors under contract to PHI *Network* for completeness, accuracy, and conformity to contract terms and all applicable policies and regulations. Serve as first point of contact between Administrative & 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% Track and monitor process performance, providing regular or ad hoc reports and other analyses as needed. Provide support to Compliance Manager and any Contract Compliance or funder reviews or audits. Contribute to the maintenance and communication of department policies and procedures, develop analytical templates, and contribute ideas that improve quality and efficiency.

5% Supports PA III with planning, budgeting and other specialized projects as needed.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### **Community Partnership Specialist I – Partnerships and Planning Unit (M. Ely) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute**

Under the supervision of the Marketing Manger II, Partnerships and Planning Unit, and general guidance from the Chief, Policy, Planning and Partnership Section of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Community Partnership Specialist I (CPS I) provides program coordination, partnership planning, and technical assistance that supports the nutrition, physical activity and obesity prevention projects of the Nutrition Education and Obesity Prevention Branch (NEOPB) of the *Network*. The CPS I duties support the promotion of *Network* goals and objectives through partnership development activities that ensure cross collaboration, and coordination of external partner activities from across government, community-based non-profit organizations, advocacy groups, and private industry. Duties include:

50% Assists in coordinating partnership activities and stakeholder training/ technical assistance meetings (including semi-annual NEOPB Statewide Collaborative (NSC) meetings, quarterly NSC Executive Committee meetings, and semi-annual Leadership and Technical Assistance Project meetings). Related duties include serving on NSC Workgroup to collaboratively plan agendas, identify speakers and venue location, identifying marketing materials and resources, coordinate registration, and update NSC meeting materials to the Partnerships website.

Participates in coordination of the Supplemental Nutrition Assistance Education (SNAP-Ed) Leadership and Technical Assistance Projects for inclusion in the Annual State Plan by reviewing project scopes of work, budgets, evaluation plans, and project summaries. Conducts partnership meeting planning, and coordination of project communications and marketing pieces (e.g., updating Leadership Project brochures and Partnerships website, briefs, and project summary tables).

Assists Unit Lead with development and implementation of a strategic plan for partnerships across the NEOP Branch. Partnership development activities include: identifying potential partners and stakeholders, evaluating the benefit of partners and identifying sustainability efforts that best support programs and projects across the state.

20% Serves as program manager for selected statewide Leadership Projects such as the California Conference of Local Health Officers-County Health Executives Association of California (CCLHO-CHEAC). Reviews and negotiates project work plans, scope of work activities, subcontracts, and budgets. Reviews project reports and work products, evaluation plans, and monitors project performance.

15% Serves on various workgroups and committees throughout the year to promote *Network* partnerships and program coordination, with the purpose of enhancing communication, sharing best practices, developing strategies, and providing leadership for funded and non-funded partners and stakeholders.

10% Provides weekly State and Federal nutrition, physical activity, and obesity related legislation tracking to identify critical chronic disease and diet related bills as they move through the legislative process. Provides weekly tracking lists and summaries to management. Provides communication updates at meetings as needed.

5% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

## **DUTY STATEMENT**

### **Community Partnership Specialist II – Partnerships and Planning Unit (J. Herrera) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute**

Under the supervision of the Marketing Manger II, Partnerships and Planning Unit, and general guidance from the Chief, Policy, Planning and Partnership Section of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Community Partnership Specialist II provides planning, program development, and technical assistance support to nutrition and physical activity projects at the state, regional, and local levels in support of the nutrition, physical activity and obesity prevention projects of the Nutrition Education and Obesity Prevention Branch (NEOPB) of the *Network*. This includes planning meetings such as the NEOP Statewide Collaborative (NSC) and the NSC Executive Committee, managing and coordinating communication with Leadership Projects, and creating partnership and collaboration opportunities that promote SNAP-Ed and NEOP goals throughout the state. Duties include:

- 30% Takes the lead in organizing partnership activities and coordination between Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and external partners such as the bi-annual NEOP Statewide Collaborative meetings and NSC subcommittee(s) meetings (e.g. Executive Committee quarterly meetings and others as identified). This includes contacting speakers and facilitating teleconferences with speaker panels, directing logistics, creating agendas and facilitating workgroup meetings, tracking progress of and ensuring that all tasks, materials, resources, and communications are sent out, collected, completed, organizing debrief meetings, and ensuring post meeting tasks are completed.
  
- 30% Serves as a Program Manager for selected *Network* Leadership projects. Oversees completion of scope of work activities, successful accomplishment of objectives, and adherence to state guidelines. Facilitates communication with Leadership Projects and program managers in the process of establishing contracts, including annual updates to the scope of work and budget justification templates, annual updates to the State Plan and Final Report, and provides on-going contract oversight in collaboration with staff from other units and/or sections. Oversees programmatic activities and develops progress report analyses. Leads in coordinating and implementing internal systems to promote streamlined communications and efficient contract management. Leads in planning and facilitating leadership project meetings and teleconferences.
  
- 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. This includes participation in various committees, meetings and workgroups; internally to ensure collaboration, coordination, and adherence to SNAP-Ed guidelines across all units; externally as a representative of the *Network*, to ensure that NEOP goals and objectives are supported, and to identify possible partnerships activities to share with the *Network*, and possibly connect them with funded projects to extend the reach of SNAP-Ed.

5% Review the SNAP-Ed Guidance annually and lead in the analysis of guidance changes and the impact of these changes to *Network* programs. Perform other nutrition and physical activity program analysis, as identified.

5% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

## **DUTY STATEMENT**

### **Community Partnership Specialist II – Partnerships and Planning Unit (V. Sanderford-O'Connor)**

#### ***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 Chief, Program Development Section, the Community Partnership Specialist II (CPS II) is responsible for the development, implementation, coordination, and promotion of Community Engagement initiatives as an integrated component of the *Network* for a Healthy California. In partnership with other members of a multi-disciplinary team, the CPS II will provide leadership, expert guidance and mentoring to build the capacity of Local Health Departments (LHD) to effectively engage community residents in the advancement of public health approaches to nutrition education and obesity prevention. The CPS II will provide guidance on evidenced based strategies for community engagement/development, peer-based interventions, practices and pedagogy with dialogue education as an approach for adult learning theory.

- 30% Provides leadership, training and technical assistance to internal staff, Local Health Departments and other *Network* Stakeholders in the development, implementation and evaluation of sustainable and effective community engagement/development strategies, resources and programs. Provides leadership in the development of tools, resources and materials for community engagement initiatives.
- 20% Builds capacity of the Program Managers, *Network* projects and other *Network* staff working with local health departments to advance the utilization of effective community engagement strategies and programs. Provides technical review and guidance on community engagement theory, practices, strategies and pedagogy, and 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 local level to assist with the implementation of sustainable community engaged public health approaches. This includes but is not limited to state and local health departments and community based organizations. Promotes national and state initiatives such as the California Convergence's Resident Capacity Building.
- 15% Participates in a variety of workgroups and action teams to achieve desired outcomes. Represents the *Network* at local, regional, statewide and national meetings, task forces, work groups, planning bodies, trainings and conferences.
- 5% Works with research and evaluation to develop metrics for effective community engagement.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### **Community Partnership Specialist II – Partnerships and Planning Unit (L. Tadlock)** ***Network for a Healthy California – Policy, Planning and Partnership Section*** **Public Health Institute**

Under the supervision of the Marketing Manger II, Partnerships and Planning Unit, and general guidance from the Chief, Policy, Planning and Partnership Section of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Community Partnership Specialist II provides planning, program development, facilitation and technical assistance support to nutrition education and obesity prevention projects at the state, regional and local levels that impact California’s low-income, families and communities. In support of the nutrition, physical activity and obesity prevention projects of the Nutrition Education and Obesity Prevention Branch (NEOPB) of the *Network*, this position focuses on food security and policy, systems and environmental change strategies. Duties center on three areas: 1) Partnership Development, 2) Facilitation, and 3) Program Management.

#### 30% Partnership Development:

Develops, maintains and assesses *Network* relationships with partners and potential partners in public, nonprofit and private sectors for long-term participation and collaboration on SNAP-Ed program and activities. This includes participation on various committees, councils and workgroups; internally to ensure collaboration, coordination and adherence to SNAP-Ed guidelines across all units; externally as a representative of the *Network*, to ensure that NEOP goals and objectives are supported, and to identify possible partnership activities to share and connect with funded projects to extend the reach of SNAP-Ed. Monitors changes in regulations, legislative issues, nutrition and health policy trends and innovations. Works with Research Evaluation Section (RES)/Communities of Excellence (CX3) staff to develop content for online discussions and participates in CX3 team meetings and local health department conference calls.

#### 30% Facilitation:

Takes the lead in facilitating partnership activities and coordination between Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and external partners such as the quarterly FANOut (Food Access and Nutrition Outreach) meeting which includes participants from other state and federal agencies, including CDPH, California Department of Social Services, USDA Western Regional Office, statewide advocates, county Local Health Departments (LHDs) and county Social Services agencies. Works with senior state staff to develop agendas and presentations for meetings, policy committees, webinars and other committees as designated. Facilitates the internal Policy Tracking Workgroup Committee. Establishes and maintains a cross association team for implementation of *Network* goals focused on policy, systems and environmental change. Establishes and successfully maintains relationships with external partners and key stakeholders.

#### 30% Program Management:

Serves as Program Manager for selected statewide *Network* Leadership Projects that include multiple partners, including CDPH, California Department of Education, school districts and advocates. Assists in scope of work (SOW) development, oversees budget development and tracks programmatic expenditures for assigned projects. Provides on-going contract oversight in collaboration with staff from other units and/or sections.

Oversees programmatic activities and develops progress report analyses. Assists in the completion of the USDA State Plan for Leadership and Technical Assistance Projects.

5% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Community Partnership Specialist III – Partnerships and Planning Unit**  
**(S. Lopez-Payan)**  
***Network for a Healthy California* – Policy, Planning and Partnership Section**  
**Public Health Institute**

Under the supervision of the Marketing Manger II, Partnerships and Planning Unit, and general guidance from the Chief, Policy, Planning and Partnership Section of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Community Partnership Specialist III (CPSIII) provides planning, program development, analysis, research, recommendations, facilitation and technical assistance support to nutrition education and obesity prevention projects at the state, regional, and local levels that impact California’s low-income, families and communities. This includes managing, planning and coordinating communication with Leadership Projects. The CPSIII plays a key role in implementing the branch-wide partnership plan with an emphasis on work with state and national partnerships. The CPSIII will also be responsible for establishing and building new partnerships, fostering existing partnerships, identifying collaboration and funding opportunities and working with the Research and Evaluation Section to determine effectiveness of partnerships and how they support the *Network’s* three priority areas: increase access and consumption of healthier foods; decrease consumption of less healthy foods and beverages and increase consumption of water; and increase physical activity opportunities throughout the day.

- 30% In line with the vision of the unit, works independently in establishing and building partnerships, organizing partnership activities, and identifying potential new partners through committees and meetings. Provides coordination and connections between Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and local health departments. Provides leadership in reinstating, planning and coordinating the interagency State Nutrition Action Plan committee to engage state level USDA food and nutrition funded partners and closely related unfunded partners to set state-level nutrition related goals and coordination, strategies to increase participation in food programs, and to provide leadership and support to local CNAPs. Provides assistance as needed with the bi-annual NEOP Statewide Collaborative meetings and NSC subcommittee(s) meetings (e.g. Executive Committee quarterly meetings and others as identified). Coordinates partnership activities included in State Plan.
  
- 30% Serves as a Program Manager for selected influential *Network* Leadership projects that can expand partnership opportunities at the state, regional and local level. Oversees completion of scope of work activities, successful accomplishment of objectives, and adherence to state and federal guidelines. Provides clear communication to Leadership Projects in the process of establishing contracts, including annual updates to the scope of work and budget justification templates, annual updates to the State Plan and Final Report, and provides on-going oversight and technical assistance to Leadership Projects. Oversees programmatic activities, shares deliverables, and develops progress report analyses. Leads the planning and facilitation of leadership project meetings, webinars and teleconferences.

25% Facilitates, maintains, and assesses *Network* relationships with partners or potential partners at the state and national level in public, nonprofit, and private sectors for long-term participation and assists with coalition building and reaching common goals. Seeks non-traditional partners that reach out to the same target audiences in innovative ways to reach common goals. Participate in various committees, meetings and workgroups; internally to ensure collaboration, coordination, and adherence that policy and partnership development are in line with SNAP-Ed guidelines and *Network* priorities across all units; externally as a representative of the *Network*, and to ensure that NEOP goals and objectives are supported. Identify possible new partnerships for the *Network*, to expand the reach and impact of the *Network's* three priorities statewide and connect them regionally and locally when feasible.

10% Identify funding opportunities to expand and extend the work of the *Network* that benefits low-income communities and advances access to healthy foods, beverages, food security and opportunities for physical activity.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Financial Analyst I – PHI Administration Unit (J. Iorga)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Program Administrator III – Supervisor, the Financial Analyst I is responsible for the following duties:

- 50% Administer PHI-Network’s Chart of Accounts (primarily activity codes); Provide recurring and ad hoc financial reports and narrative analyses. Includes populating monthly financial summaries with financial and headcount data imported from Lawson (following each month-end corporate accounting close) and other sources; Provide useful and insightful analyses of actuals, and respond promptly to requests for information. Provide monthly FFY-end forecasts and narratives: involves coordination and integration of quantitative and qualitative inputs from the contract administration team and other PHI Network staff. Train and otherwise assist unit managers and their teams in the use and interpretation of expense reports provided; Identify miscoded/misclassified transactions, and work with corporate accounting to correct/resolve errors; Maintain paper and electronic files and archives.
  
- 30% Coordinate all aspects of PHI Network’s budgeting process: Includes liaising with CDPH-NEOPB Network personnel and disseminating pertinent information about process and timing to PHI Network personnel; Creation, maintenance and preparation of integrated spreadsheet/word processing tools for analyzing and communicating PHI Network annual USDA Plan budgets that streamline, reduce and automate the planning process to the greatest extent possible and in conformance with USDA and CDPH requirements; Proactively ensure that all involved parties are providing information correctly and on time, and make self available for providing training and answering inquiries; Ensure handshake between budgeting process and project summary and subcontract execution processes; Ensure handshake between USDA annual plans and Master Agreement; Coordinate all aspects of all interim planning drills (budget amendments, augments, etc.); Maintain very well-organized and complete electronic and paper files; Summarize budgets and amendments and issue binders and supplemental information to Network management; Ensure that approved budget data is loaded correctly by activity code to PHI’s Lawson financial reporting system; Respond to ad hoc information requests as needed.
  
- 10% Act as accounting team lead, providing function oversight and backup coverage to the Accounting Assistants during absences.
  
- 5% Assist Program Administrator III with coordination of all audits and on-site/desk reviews by CDPH CCMU and funders.

5% Perform other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Health Educator III, Physical Activity Integration Program – Fruit, Vegetable, and  
Physical Activity Campaigns (M. Coordt)**  
***Network for a Healthy California* – Policy, Planning and Partnership Section**  
**Public Health Institute**

Under the supervision of the Marketing Manager II, within the Fruit, Vegetable, and Physical Activity Campaigns, under the *Network for a Healthy California*, the Health Educator III (HEIII) contributes to the development, implementation, and evaluation of the *Network's* Physical Activity Integration Program, a program targeting low-income women and their families and focused on integrating nutrition and physical activity in their communities. One of the overall goals of the *Network for a Healthy California (Network)* is to promote and increase physical activity to at least 30 minutes a day for adults and at least 60 minutes a day for children. The HEIII will provide technical assistance to regional contractors for the Physical Activity Integration Program and related consultant contracts. The HEIII provides technical assistance and training to other campaigns and programs, as well as *Network* regional staff; participates in planning of meetings, trainings, teleconferences and webinars; attends related committees, meetings, and conferences; develops technical assistance tools and resources; provides expert review and develops physical activity material; prepares reports and other professional documents; and participates in program evaluation activities. The HEIII is responsible for staying informed about the latest literature, research, and practices related to the built environment and system changes that increase physical activity opportunities for children and families throughout the day within the parameters of the USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed) guidance.

- 25% Provides technical assistance to regional contractors to ensure successful accomplishment of Physical Activity Integration Program objectives and completion of related scope of work activities. Provides physical activity-related technical expertise and emerging evidence based environmental and systems strategies that increase physical activity among adults and children to Physical Activity Specialists and local health department partners. Provide examples of model joint use, school wellness, and worksite wellness policy that have been successful in increasing PA among adults, children and families. Reviews and analyzes incoming reports and provides technical assistance through site visits, telephone, e-mail, and other communication mechanisms. Monitors progress of regions, critically evaluates the overall regional implementation of the Physical Activity Integration Program and strategizes to address areas of improvement.
- 20% Participates in the program related planning and execution of *Regional Network* meetings and training sessions, including face-to-face meetings and monthly teleconferences or webinars. Develops physical activity technical assistance tools for regional use and collaborates with other *Network* staff providing 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. Develop strategies based on emerging evidence or promising practice to: engage families in physical activity through built environment and system changes and using multi-sector approaches within the parameters of SNAP-Ed Guidance; engage schools and afterschool programs to increase physical activities through school wellness policies and other environmental supports; and engage preschools and early childcare centers, worksites, and other qualifying community venues such as parks and recreation departments with the intent to set up environmental and system changes that support increasing safe physical activity opportunities throughout the day in low resource neighborhoods.

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*. Contributes to the preparation of 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% Other duties as required

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Health Educator III - Communications Program (S. Navarro)**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the supervision of the PHI Marketing Manager 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 appropriate 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/appropriate 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

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### **Health Educator IV – 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 Program Director I, the Health Educator IV (HEIV) contributes to the design, implementation, and evaluation of statewide social marketing campaigns and programs aimed at improving the health of California's low-income families through increased consumption of healthy foods and beverages and improved 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 Californians 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 strategies and tools; contributing to the ReThink Your Drink initiative through supervision and mentoring of staff and input into social marketing approaches, materials development, and integration with the FVPA Unit; acting as the programmatic lead on formative and impact evaluation projects; research and pilot testing of new or modified resources and interventions; strengthening existing campaign and program 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:

- 20% Provides supervision and mentoring for two ReThink Your Drink (RYD) initiative's Marketing Specialists. Provides direction to RYD staff regarding PHI subcontracts and consultants, including competitive bidding, selection, contracting, and oversight and management of work. Participates in RYD team strategy meetings. Identifies and facilitates opportunities to connect RYD with the work of the Campaigns and Programs Unit. Provides insight and expertise related to the use of social marketing approaches and development of materials for RYD, which may include consumer materials and intermediary/partner materials.
- 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 low-income families. 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 campaigns and programs. Participates in the design, implementation, and analysis stages of research. Contributes to scientific publications reporting the results of research and evaluation projects.
- 20% Strengthens existing campaign/program 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. 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 specific populations targeted by the *Network*. Pursues and participates in trainings and/or educational opportunities in order to keep abreast of the most current interventions, trends, and/or practices adversely or positively affecting California's low-income population.
- 20% Builds capacity of the *Network's* local funded projects to successfully implement social marketing and environmental change promotion strategies to continuously improve interventions

and evaluation measures. Develops and implements trainings for *Network*-funded agencies , and partners to improve local implementation and impact of nutrition and physical activity interventions for low-income families. Collaborates with appropriate *Network* staff in developing and implementing strategies to sustain the campaigns/programs within California’s communities.

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 low-income families. Manages special partner projects. Represents the campaigns/programs to the public, including planning and conducting presentations at conferences, seminars, and meetings and participating in professional organizations and advisory groups.

5% 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

**Health Educator IV – Fruit, Vegetable, and Physical Activity Campaigns (M. Leech)  
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 of the Program Development Section Chief, of the *Network for a Healthy California (Network)*, the Health Educator IV is responsible for:

The development, oversight, consultation, monitoring, and evaluation of the annual California Supplemental Nutrition Education Program (SNAP-Ed). This position also includes monitoring the programmatic aspects (Scopes of Work, evaluation models) of up to 15 contracts as well as overseeing special projects including media deliverables. This position requires providing technical assistance and basic and advanced training to local lead agencies.

This position requires handling of complex tasks and simultaneously, strong written and verbal communication, and a wide range of organizational development and political sensitivity skills. Duties include but are not limited to:

- 30% Provides overall program management, contract negotiation, scope of work monitoring, and consultation to contractors. Consultation activities include monitoring contracts by analyzing progress reports, conducting site visits, and providing timely assistance.
- 25% Provides technical assistance to contractors to ensure effective integration of allowable SNAP-Ed activities, basic and advanced training, development and evaluation of media related activities, and the implementation of community-based strategies to achieve the *Network's* SNAP-Ed program objectives.
- 20% Oversee special projects including some media deliverables as outlined in the SNAP-Ed Plan. Liaison for Community Development Unit and Communications Unit. Works with the *Network* media contractors to develop media partnerships, radio spots, brochures and resources for Local Lead Agencies.
- 10% Represents the *Network*, both orally and in writing, at *Network* Statewide Collaborative, FANOut Committee, and County meetings with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and Personnel.
- 10% Participates in a variety of workgroups and action teams to achieve desired 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 requested.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Health Educator IV, Physical Activity Integration Program – Fruit, Vegetable, and**  
**Physical Activity Campaigns (J. Lime)**  
***Network for a Healthy California* – Policy, Planning and Partnership Section**  
**Public Health Institute**

Under the general supervision of the Marketing Manager II, within the Fruit, Vegetable and Physical Activity Campaigns, *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 the *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 is responsible for staying informed about the latest literature, research, and practices related to the built environment and system changes that increase physical activity opportunities for children and families throughout the day within the parameters of the USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed) guidance. 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.
  
- 30% Provides technical assistance to regional contractors to ensure successful accomplishment of Physical Activity Integration Program objectives and completion of related scope of work activities. Provides physical activity-related technical expertise and emerging evidence based environmental and systems strategies that increase physical activity among adults and children to Physical Activity Specialists and local health department partners. Provide examples of model joint use, school wellness, and worksite wellness policy that have been successful in increasing PA among adults, children and families. Collaborates with other *Network* staff members who oversee *Regional Network* and LHD contracts, including targeted fruit, vegetable, and physical activity campaigns, regional operations staff, and program 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. Develop strategies based on emerging evidence or promising practice to: engage families in physical activity through built environment and system changes and using multi-sector approaches within the parameters of SNAP-Ed Guidance; engage schools and afterschool programs to increase physical activities through school wellness policies and other environmental supports; and engage preschools and early childcare centers, worksites, and other qualifying community venues such as parks and recreation departments with the intent to set up environmental and system changes that support increasing safe physical activity opportunities throughout the day in low resource neighborhoods.

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.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

### Health Educator IV – Children and Youth Programs (E. Perez) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute

Under the supervision of the Marketing Manager II (Children and Youth), and 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 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 Projects, Local Health Departments, 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:

- 50% 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 appropriate policy changes.
- 20% Builds capacity of the Program Managers, *Network* projects 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, 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. Increases the adoption of authentic youth engagement frameworks with both internal and external partners by promoting the success of *Network* Youth Engagement projects through a variety of mediums including but not limited to: professional journals, conferences, mainstream and social media.

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.

Employee's signature	Date
Supervisor's signature	Date

## 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 Director I, Fruit, Vegetable, and Physical Activity Campaigns Unit, *Network for a Healthy California (Network)*, 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 and providing leadership for the *Network's* Farm to Fork strategies and activities. *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 and support access to healthy foods. The HEIV also identifies, develops, and maintains partnerships with public and private entities, including produce industry and education groups. 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, as well as policy and environmental change strategies. The HEIV provides nutrition expertise to other FVPA Unit staff and *Network* programs. Specifically, the HEIV performs the following duties:

- 20% Responsible for strategic, programmatic, and administrative planning, implementation, oversight, and evaluation for the *HOTM* program and Farm to Fork activities. Ensures that all program elements are scientifically accurate, based upon evidence-based public health approaches, and adhere to strong communications and social marketing principles. Oversees the development of program materials, intervention methods, distribution mechanisms, training and technical assistance to contractors and partners, and evaluation. Ensures that *HOTM* meets the needs of local projects and partners to the extent possible, thereby minimizing the need for local development and adaptation. Develops annual plans and reports to funders, develops and monitors budgets, and monitors and assumes responsibility for meeting objectives. Collaborates with the Research and Evaluation Unit to ensure appropriate formative, process, and impact evaluation of *Harvest of the Month* and Farm to Fork activities is carried out and applied to future program direction.
  
- 20% Develops, maintains, and expands internal and external partnerships with public and private organizations that align with the *Network's* priorities. Collaborates closely with other *Network* programs conducting nutrition-education for children and adults. Facilitates and participates as a member of the internal Children and Youth Coordinating Committee. In coordination with the *Retail Program and Worksite Program*, develops and maintains partnerships with public and private entities, including produce industry representatives such as commodity boards, produce growers and distributors, and food retailers. Successfully maintains relationships with key stakeholders and stakeholder groups and represents the *Network* on advisory and working groups, including California Action for Healthy Kids Team, California Department of Education's SHAPE team, Farm To School Taskforce, Coordinating Nutrition Education team (California Department of Education, California Healthy Kids Resource Center, San Joaquin Co. Health Department) and Health in All Policies taskforce. 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. Facilitates the FVPA Unit's

Partnerships Squad and participates on the *Network's* partnership team. Represents the *Network* at conferences and professional meetings.

- 20% 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.
- 15% Develops and disseminates technical assistance tools and plans and implements trainings for *Network* contractors and partners. Collaborates with the *Network's* Community Development, Research and Evaluation, and Communications teams to strengthen the effectiveness of local projects' *HOTM* and Farm to Fork activities, including activities intended to improve fruit and vegetable-related knowledge, attitudes, and behaviors; connections with the school cafeteria; parent education and involvement; community involvement; and Farm to School programs and activities intended to create school environments that support fruit and vegetable consumption. Provides technical assistance and coordination of innovative strategies to schools, school districts, and county offices of education, local health agencies, after school programs, early childhood education agencies and community organizations around access to healthy foods. Ensures the maintenance of the *Harvest of the Month* web pages to provide access to the *Harvest of the Month* and Farm to School materials to a wide variety of organizations.
- 15% Provides programmatic leadership and oversight for several Farm to Fork subcontracts. Reviews reports, contracts, and invoices for accuracy. Participates on Farm to School Taskforce, including the Policy and Communications subcommittees. Works directly with the National Farm to School office to position California's Farm to School and *Harvest of the Month* activities as a model for the nation. Works with farmers, food processors, distributors, and school food service staff to develop capacity and infrastructures necessary to increase access to healthy foods in low-income communities.
- 5% Provides nutrition-related technical expertise to other members of the FVPA Unit and to other *Network* programs. Conducts nutrition analysis of foods and recipes. Participates as a member of the *Network's* Nutrition Standards and Guidelines Team.
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**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 I, *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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Manager I – Communication Program (S. Billingsley)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under supervision of the PHI Marketing Manager III, and general guidance from the Health Program Specialist II, manager, Communications and Media Unit, the Marketing Manager I (MMI) provides direction and support in the 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 MMI oversees the Marketing Specialist III (MSIII)-Advertising and the MSIII-Inventory/Production Specialist/Advertising/PR Support works as a member of the *Network's* Communications and Media Unit to continue the successful operation and growth of efforts, targeting SNAP-ED eligible families. The MMI 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 MMI is responsible for assisting the HPSII with monitoring the advertising/media contractor's deliverables; and providing technical assistance to the *Network* contractors, and campaign and program staff on advertising activities. Specifically, the MMI performs the following duties:

- 40% Provides direction and support of *Network's* advertising campaign. 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 on the development and implementation of *Network's* advertising campaign. As requested, provides expertise on development and implementation of advertising and media efforts for newly approved campaigns (i.e. *ReThink Your Drink*). Supervises the MSIII-Advertising and the MSIII-Inventory/Production Specialist/Advertising/PR Support.
- 20% Provides direction and support for media contracts in carrying out aspects of communications and marketing research associated with the *Network's* advertising campaign. This may include focus groups, media campaign's annual survey, media buy and placement; and other formative research activities and outcomes. Works closely with research staff to include scientific accuracy and determine the suitability of advertising components and 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.
- 20% Assists *Network* staff and funded projects, including local health departments, with development of new tools for successful advertising campaign implementation at the state and local levels, which may include technical assistance and training, development of guidance documents, training tools, web-based tools, strategic and operating plan templates, and state and local systems that improve efficiency and effectiveness. Mentors and trains other state-level colleagues on successful methods and tools. Participates in planning process and contributes to Communications Section of the annual USDA Plan. Develops ad hoc reports as requested by HPS II or other Network Management.

- 10% Serves as the internal Communications Liaison to establish and maintain productive, collaborative relationships with *Network* staff, and other chronic disease and obesity prevention 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.
  
- 5% Maintains current knowledge and information about advertising and media strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.
  
- 5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Manager I – 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 Marketing Manager II, within the Fruit, Vegetable and Physical Activity Campaigns, *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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Manager I – Communications Program (L. Kemp)**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the general supervision of the PHI Marketing Manager III, and general direction of the Health Program Specialist II, manager of the Communications Program (Communications and Media Team), the Marketing Manager I (MMI) oversees the production of publications and promotional materials, and oversees and coordinates the social media efforts for the *Network for a Healthy California (Network)*. As part of the *Network's* Communications and Media Team, the MMI is responsible for project intake of all *Network* publications, overseeing content development, design and production. The MMI works closely with the MMII to develop, refine, and execute the *Network's* social media strategy, including yearly implementation plans. This position supervises an Information Specialist II (ISII) and a Marketing Specialist III (MSIII). Specifically, the MMI performs the following duties:

- 35% Manages the content development, coordination, and production of *Network* publications. This includes writing, editing, design coordination, scheduling, budgeting, production, and distribution. Works and interacts with various departments and manages third party vendors including graphic designers, writers, printers, media producers, photographers, and clearinghouse/fulfillment centers. Manages ISII to oversee all aspects of internal design and production. Responsible for maintaining consistency of brand identity across all print materials and ensures adherence to *Network* graphic standards and branding strategies.
  
- 35% Work with Communications and Media team, Social Media Advisory Team (SMAT), Media contractors, IT, and the Office of Public Affairs to develop and execute the *Network's* social media strategy. Works with advertising, media, and public relations contractors to plan, develop, implement, measure, and report on all social media efforts across all media channels. Monitors, responds, and communicates with online community daily; Planning and execution includes outlining requirements, definitions, scope, deliverables, schedules, content calendars, and budgets.
  
- 15% Manages all aspects of the Communications Resource Library, Online Ordering Systems, and clearinghouse/fulfillment center. Manages distribution plans for all print and promotional materials. Oversees the warehouse and customer fulfillment contracting activities including scopes of work, contractor selection, budgets, schedules, reporting, and performance assessments.
  
- 10% Manages the MSIII in developing accurate printing specifications, soliciting quotations from appropriate vendors, providing detailed purchasing information to Administration Team, development of inventory reports on print and promotional materials, and ensures adequate material volume.

5% Maintains current knowledge and information about writing strategies for low-literacy audiences, print and design industry processes and standards and strategies; Researches existing and emerging social networking sites, blogs, apps, and new technologies for new ways to reach and engage the *Network's* target audience; contributes this knowledge and information to strategic and operational plans, presentations, and reports; performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Manager I – Communications Program (R. Larson)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the supervision of the PHI Marketing Manager III, and general direction of the Health Program Specialist II, manager of the Communications Program (Communications and Media Team), the Marketing Manager I (MMI) provides direction and support in facilitating the public relations and media efforts for the *Network for a Healthy California (Network)* 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 spokesperson 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.

Employee's signature	Date
Supervisor's signature	Date

**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 Marketing Manager II, within the Fruit, Vegetable and Physical Activity Campaigns, the *Retail Program* Marketing Manager I (MMI) directs the strategic development, planning, implementation, operations, 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 development, planning, statewide and regional/local implementation, operations, evaluation, and fiscal management of the *Network for a Healthy California—Retail Program (Retail Program)*. Develops and oversees implementation of objectives and annual plans for *Retail Program* interventions that target low-income consumers and community-based organizations and partners. Analyzes marketing programs and adjusts strategy and tactics to increase effectiveness. Manages operations to ensure goals and objectives are met. Ensures good public health, social marketing, nutrition, and physical activity practice within the *Retail Program*. Stays familiar with key issues, resources, and current events related to the *Retail Program*. Supervises and facilitates the professional development of staff. Fosters a productive and high-functioning team through strong leadership and communication.
- 25% 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. Collaborates with the *Network's* publications team in the design, production, and distribution of materials. Helps establish and maintain consistent program image throughout product lines, promotional materials, and events.

- 10% Works in collaboration with the Research and Evaluation Unit to conduct formative, process, and impact evaluation of the *Retail Program*. In collaboration with Research and Evaluation staff, plans and conducts market research to identify opportunities for increased success. Develops and maintains systems for tracking statewide and regional campaign-related interventions.
  
- 10% Develops and maintains partnerships within the *Network* and the California Department of Public Health and with external public and private organizations, which may include non-profit health agencies, governmental agencies at the local, state, and national levels, food and retail industry members, advocacy organizations, and other entities with goals that align with the *Network*. Identifies and develops partnerships between produce industry stakeholders (growers, processors, distributors, retailers, agricultural commodity boards) and *Network* campaigns, programs, and funded projects. 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. Collaborates with the targeted campaigns/programs and other *Network for a Healthy California* projects to strengthen project efforts statewide and maximize the success of all *Network* programs.
  
- 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.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Manager II – Fruit, Vegetable, and Physical Activity Campaigns (S. Carillo) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute

Under the general direction of the PHI Program Director I, Policy, Planning and Partnership Section, *Network for a Healthy California (Network)*, the Marketing Manager II (MM II) manages statewide efforts aimed at improving the nutrition and physical activity levels of low resource families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The *Network's* priority areas include increasing access to and consumption of healthier foods, with a focus on fruits and vegetables; decreasing consumption of unhealthy foods and beverages and increasing consumption of water; and increasing physical activity opportunities through the day. The MM II directs the strategic development, planning, statewide and regional/local implementation, operations, evaluation, and fiscal management of the *Network for a Healthy California's* social marketing activities for healthy community initiatives targeting low income worksites, qualifying retail environments, and physical activity interventions that support the priority areas. The MM II will also coordinate efforts with Harvest of the Month, ReThink Your Drink, Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX<sup>3</sup>) and the Planning & Partnership teams. Specifically, the MMII performs the following duties:

- 30% **Overall Leadership and Management:** Directs the strategic development, planning, statewide, regional, and local implementation, operations, evaluation, and fiscal management of the *Network for a Healthy California's* social marketing activities targeting low-income neighborhoods and families, particularly in the areas of education, systems and environmental changes in the worksite and retail setting and physical activity opportunities. Develops and oversees implementation of objectives and annual plans for interventions that target low-income consumers and community-based organizations and partners. Provides proactive leadership and technical assistance in the development, implementation and evaluation of sustainable, effective PHI worksite, retail resources and integrated physical activity programs. Analyzes marketing programs and adjusts strategy and tactics to increase effectiveness. Manages operations to ensure goals and objectives are met. Ensures good public health, social marketing, science based nutrition, worksite wellness, retail interventions and physical activity (PA) strategies are implemented. Stays familiar with key issues, resources, and current events related to healthy neighborhood initiatives in the areas of worksites, retail, and PA. Supervises and facilitates the professional development over 8 staff. Fosters a productive and high-functioning team through strong leadership, accountability and communication.
  
- 20% **State-Level Social Marketing Activities:** Oversees planning and implementation of state-level social marketing activities that focus on low income worksites, qualifying retail environments and physical activity integration. Builds capacity of the state-level program staff and others working with worksites, retail and PA. Ensures continued improvements to the efficiency and effectiveness of existing social marketing components and manages the development, implementation, and evaluation of select new approaches. Coordinates with the Communications Unit on the development and placement of messages and target marketing, public relations and advertisement regarding healthy neighborhood initiatives with emphasis in worksite, retail and PA. Coordinates with CX<sup>3</sup> team on specifics regarding worksite, retail and PA interventions.

- 15% **Resource and Tool Development:** Manages the development and updating of materials targeting worksites and low wage employees, retail settings and physical activity resources. This may include resources related to worksite wellness, farm-to-store, farm to worksite, community gardens, social marketing tools, behavioral economics approaches, and improving the nutrition and physical activity environment at worksites, small retailers and neighborhoods and connection with Community of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX3) local implementation plans. Assesses materials to eliminate duplication of effort and ensures that materials reflect up-to-date recommendations.
  
- 10% **Training and Technical Assistance:** Provides technical assistance and training to local projects regarding successful and promising social marketing approaches, to support worksite wellness efforts in low income worksites, to increase healthy purchases at qualifying retail stores and to increase PA opportunities in low-income neighborhoods.
  
- 10% **Research and Evaluation:** Manages the development and implementation of social marketing evaluation activities, including formative research for new social marketing interventions, process evaluation activities at the state and regional levels, small-scale impact evaluation activities for new components, and special research projects to advance objectives.
  
- 10% **Partnership Development:** Develops and maintains partnerships within the *Network* and the California Department of Public Health and with external public and private organizations, which may include non-profit health agencies, governmental agencies at the local, state, and national levels, food and retail industry members, advocacy organizations, and other entities with goals that align with the *Network*. Collaborates with other *Network for a Healthy California* programs and projects working on healthy neighborhood initiatives. Supports local-level partnership development that occurs through regional collaboratives and County Nutrition Action Plans with business organizations, low income worksites, small business owners, parks and recreations departments and school wellness policies surrounding PA.
  
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Manager II – Partnerships and Planning (B. McNeil)**  
***Network for a Healthy California* – Policy, Planning and Partnership Section**  
**Public Health Institute**

Under the general direction of the PHI Program Director I, Policy, Planning, and Partnership Section, *Network for a Healthy California* (*Network*), the Marketing Manager II (MMII) oversees the *Network's* overall partnership mission and leads the development, implementation, and evaluation of the partnership plan and annual action plans to advance state level partnerships, leadership projects, and public/private partnerships that advance the *Network's* priority areas. The Nutrition Education and Obesity Prevention (NEOP) Branch priority areas include increasing access to and consumption of healthier foods, with a focus on fruits and vegetables; decreasing consumption of unhealthy foods and beverages and increasing consumption of water; and increasing physical activity opportunities through the day. The MMII analyzes the impact and tracks emerging policy, systems and environmental changes related to nutrition education, physical activity, and obesity prevention. MMII provides staff supervision of up to seven staff and identifies and secures additional resources to further the mission. Specifically, the MMII performs the following duties:

- 25% Leads and represents the NEOP Statewide Collaborative to maximize the collective impact of statewide, regional and local partnerships through its Executive Committee, Action Teams, Regional Collaborative, and other stakeholder groups such as the Food Assistance, California Department of Food and Agriculture, Nutrition and Outreach Committee (FAN-Out), the California Farm-to-School Task Force, the California School Garden Network, and provides assistance to the local County Nutrition Action Plans (C-NAPs).
- 25% Provides leadership for initiating and overseeing the planning, implementation, and evaluation of the *Network's* PHI-administered leadership projects; and manages a team of up to seven PHI staff 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, nutrition, agriculture, physical activity obesity prevention strategies, federal nutrition programs, policy, systems and environmental changes and disparities.
- 10% Identifies 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% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Manager II – Children and Youth Programs (L. Nadal)**  
***Network for a Healthy California – Policy, Planning and Partnership Section***  
**Public Health Institute**

Under the general direction of the Program Director I, Fruit, Vegetable, and Physical Activity Campaigns Unit, *Network for a Healthy California (Network)*, the Marketing Manager II (MM II) manages statewide efforts aimed at improving the nutrition and physical activity levels of children and youth from families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The *Network's* priority areas include increasing access to and consumption of healthier foods, with a focus on fruits and vegetables; decreasing consumption of unhealthy foods and beverages and increasing consumption of water; and increasing physical activity opportunities through the day. The MM II directs the strategic development, planning, statewide and regional/local implementation, operations, evaluation, and fiscal management of the *Network for a Healthy California's* social marketing activities targeting school-age children from low-income families, including the *Children's Power Play! Campaign* targeting 9- to 11-year-old children, and oversees the *Network for a Healthy California's* Youth Engagement Initiative and collaborates with other *Network* projects to ensure a strategic, cohesive approach to reaching children, youth and their families, including Latino and African American families. The MM II will also coordinate efforts with Harvest of the Month, ReThink Your Drink, and the Planning & Partnership teams. Specifically, the MMII performs the following duties:

- 30% **Overall Leadership and Management:** Directs the strategic development, planning, statewide, regional, and local implementation, operations, evaluation, and fiscal management of the *Network for a Healthy California's* social marketing activities targeting school-age children from low-income families, as well as the adults who influence children and their environments (e.g., teachers, parents, youth leaders, etc.). Develops and oversees implementation of objectives and annual plans for interventions that target low-income consumers and community-based organizations and partners. Provides proactive leadership and technical assistance in the development, implementation and evaluation of sustainable, effective PHI school-based nutrition education strategies, resources and programs. Analyzes marketing programs and adjusts strategy and tactics to increase effectiveness. Manages operations to ensure goals and objectives are met. Ensures good public health, social marketing, nutrition, youth engagement and physical activity practice. Stays familiar with key issues, resources, and current events related to children and youth nutrition, physical activity, and obesity prevention. Supervises and facilitates the professional development of two Marketing Specialists and two Youth Engagement Staff. Fosters a productive and high-functioning team through strong leadership, accountability and communication.
  
- 20% **State-Level Social Marketing Activities:** Oversees planning and implementation of state-level social marketing activities. Builds capacity of the state-level program staff and others working with schools, after school programs, and youth-serving public and non-profit agencies to advance the utilization of effective PHI nutrition education strategies and promote sustainable school-based policies and programs for nutrition, physical activity, food security, and obesity prevention. Ensures continued improvements to the efficiency and effectiveness of existing social marketing components and manages the development, implementation, and evaluation of select new children's initiatives and approaches. Coordinates with the Communications Unit on

the development and placement of advertisements and public service announcements, as funds allow, and to plan and conduct public relations activities targeting children, youth and families, including social media as appropriate.

- 10% **Training and Technical Assistance:** Provides technical assistance and training to local projects regarding successful and promising social marketing approaches, as well as promising youth engagement approaches to improving nutrition and physical activity behaviors among low-income children and youth and improving the environment to better support the adoption of these behaviors. Includes school, as well as out-of-school, approaches.
  
- 15% **Resource and Tool Development:** Manages the development and updating of materials targeting children, youth, parents, and adult intermediaries serving children and youth, as well as identification, adoption, and adaptation of existing resources to meet the needs of the *Network*. These include graphic elements, educational activities and lessons, and collateral materials, in addition to program marketing materials. Also includes materials to promote policy, systems, and environmental changes within organizations serving children and youth, including schools and out-of-school organizations. May include resources related to school wellness policies, farm-to-fork, school gardens, youth engagement, behavioral economics approaches, and improving the nutrition and physical activity environment surrounding schools and community youth organizations in connection with Community of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX3). Assesses materials to eliminate duplication of effort and ensures that materials reflect up-to-date recommendations.
  
- 10% **Research and Evaluation:** Manages the development and implementation of social marketing evaluation activities, including formative research for new social marketing interventions, process evaluation activities at the state and regional levels, small-scale impact evaluation activities for new components, and special research projects to advance objectives.
  
- 10% **Partnership Development:** Develops and maintains partnerships within the *Network* and the California Department of Public Health and with external public and private organizations, which may include non-profit health agencies, governmental agencies at the local, state, and national levels, food and retail industry members, advocacy organizations, and other entities with goals that align with the *Network*. Collaborates with other *Network for a Healthy California* programs and projects serving children and youth to strengthen efforts statewide and maximize the success of all *Network* programs. Supports local-level partnership development that occurs through regional collaboratives and County Nutrition Action Plans with child-serving organizations, such as County Offices of Education, U.C. Davis—CalFresh Nutrition Education local offices, California Department of Education, and youth organizations.
  
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### **Marketing Manager II – 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 Director I, Fruit, Vegetable, and Physical Activity Campaigns Unit, *Network for a Healthy California (Network)*, the Marketing Manager II (MMII) manages the design, implementation, and evaluation of statewide social marketing campaigns aimed at improving the health of low-income Latino and African American families who are eligible for Supplemental Nutrition Assistance Program (SNAP) Education and suffer from health disparities related to nutrition and physical activity. The MMII directly manages all aspects of the English- and Spanish-language *Network for a Healthy California—Latino Campaign (Latino Campaign)*, provides strategic direction and oversight for the *Network for a Healthy California—African American Campaign (African American Campaign)* team, develops and maintains strong working partnerships with key Latino and African American organizations, and collaborates with other Units within the *Network* and the California Department of Public Health (CDPH) to advance the work of the *Network* on behalf of low-income Latino and African American families. Specifically, the MMII performs the following duties:

- 20% Leads the strategic development, statewide and local implementation, maintenance, and budget of the annual state plan for the *Latino* and *African American Campaigns*, adhering to administrative practices and requirements of the Public Health Institute and CDPH. Provides direct management of all aspects of the *Latino Campaign*, including supervision of Marketing Specialists. Provides strategic direction, oversight, and leadership to the *African American Campaign* team, including its Marketing Manager I and Marketing Specialists. Ensure successful completion of activities in alignment with goals and objectives. Fosters a productive and high-functioning team through strong leadership and communication. 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* and provides strategic leadership for these in relation to the *African American Campaign*.
  
- 20% Oversees planning and implementation of state-level social marketing activities targeting low-income Latinos and African Americans. Ensures continued improvements to the efficiency and effectiveness of existing social marketing components and manages the development, implementation, and evaluation of select new initiatives and approaches. Coordinates with the Communications Unit on the development and placement of advertisements and public service announcements and to plan and conduct public relations activities targeting low-income Latino and African American families, including social media as appropriate. Participates in the development, testing, and production of English- and Spanish-language materials targeted to Latino and African American adults, their families, and stakeholders. Participates in the planning and implementation of English- and Spanish-language media and public relations activities targeting Latinos and African Americans and assists with the final review of English-to-Spanish translated resource materials.

- 25% Establishes and maintains strong, substantive partnerships with public, nonprofit, and private organizations serving low-income Latinos and African Americans to extend the work of the *Network*, both financially and programmatically, and to promote environmental changes that make it easier for low-income Latino and African American families to choose fruits, vegetables, and physical activity. Serves as principal liaison between the *Network* and key Latino leadership organizations; facilitates communication among Latino and African American 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. Communicates regularly with senior management regarding Latino and African American leadership activities.
  
- 20% Provides technical assistance and training to local projects regarding successful and promising social marketing approaches to improving nutrition and physical activity behaviors among low-income Latinos and improving the environment to better support the adoption of these behaviors. Provides leadership to the *African American Campaign* team to ensure high-quality, consistent, and coordinated approaches to technical assistance and training.
  
- 10% Coordinates efforts within all units of the *Network for a Healthy California* to strengthen the campaigns' 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 and African American-specific branding and messaging strategies, coordination with external nutrition education programs serving the Latino and African American populations, and development and monitoring of the Unit's partnership plan with Latino and African American leadership organizations and media. Provides Latino cultural expertise among Units in the *Network*.
  
- 5% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Manager III – Communications Program (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 III (MMIII) manages the advertising, public relations and publications/new media staff and communications activities of the *Network for a Healthy California*. Consistent with NEOP goals and objectives, the MMIII will coordinate and implement all PHI communications activities and deliverables in all channels. The MMIII, with close direction from the HPSII, will oversee the execution of the Network's social marketing promotions and communication plans, including campaign elements with contract agencies, material development and distribution plans, website/new media development and design, and media activities (such as paid advertisement placement, Public Service Announcements (PSAs), spokespersons). The MMIII 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 MMIII performs the following duties:

- 35% Manages the *Network's* Communications Unit, including advertising, public relations and publications/new media staff (~10 staff members) and oversees all media and communications activities for the Network for a Healthy California. Oversees an annual communications and materials budget of approximately \$4.4M. Oversees the strategy and execution of the Network's social marketing promotions and communication plans, including campaign elements with contract agencies, material development and distribution plans, website/new media development and design, and media activities.
- 20% Manages the strategic plans for development and production of all *Network* publications, including overseeing needs assessment, 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.
- 20% 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.
- 10% Manages the strategic plans for material distribution to *Network*-funded projects through the Network's clearinghouse/fulfillment center via a web-based Online Ordering System. Works closely with Corporate Legal Counsel to manage 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* 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. 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Specialist II – Communications Program (K. Rosetti)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the supervision of the Marketing Manager I, Advertising, with general direction of the Marketing Manager II, of the Communications and Media Unit (Communications and Media Team) within the *Network for a Healthy California (Network)*, the Marketing Specialist II assists with various communications projects, including assisting in Advertising, Publications, and Public Relations (PR) efforts. The MSII will serve as a communications and media assistant, with roughly 50% of the focus on advertising and public relations support, and roughly 50% on publications and online ordering support. The MSII provides coordination and production of advertisements and promotional materials (including the Communications Resource Library), PR efforts related to event planning, and production of new media/public relations materials. This includes coordinating communication with subcontractors, gathering and identifying testimonial/story opportunities, and tracking and documenting Champion Mom activities throughout the state. The MS II assists with the Online Ordering/inventory maintenance for local projects, and customer service email monitoring, tracks publications projects, assists with the digital/print asset and archive management, and monitors inventory levels of local projects, and works directly with the Fruit Vegetable and Physical Activity (FVPA) unit to ensure appropriate levels of materials are available to local projects to support scope of work activities. Specifically, the MSII performs the following duties:

- 40% Assists with planning and production of state media campaign advertising efforts. This includes assistance with implementing the advertising creative process, coordinating consumer research efforts (e.g., focus group testing) and *Network* activities, facilitating feedback process from key *Network* staff, and ongoing coordination with media contractors. Assists with coordination and distribution of advertising materials and resources to *Regional Networks* and Local Health Departments, funded projects and partners, including updating and maintaining the *Network's* Communications Resource Library.
  
- 40% Monitors online ordering and cost recovery inventory and ensures sufficient quantities are in stock to support *Network*-funded projects' scope of work activities. Works closely with the FVPA unit to ensure inventory balances, allotment schedules, and inventory distribution are meeting the needs of *Network*-funded projects. Uploads PDFs, thumbnails, and descriptions of products on the Online Ordering and Cost Recovery systems. Monitors, responds, and tracks all communications and requests received through the *Network's* customer service email account. Maintains a database of all communications through this account.
  
- 15% Assists with coordination and planning of PR efforts, including gathering and identifying testimonial/story opportunities, tracking and documenting Champion Mom activities and trainings, and other projects as assigned.

5% Performs other duties, as required

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Specialist III – Communications Program (K. Gardella)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the direction of the Public Relations Marketing Manager I, and general guidance from the Health Program Specialist II (HPSII), 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 spokesperson trainings. The MSIII participates in the day to day management of providing technical assistance to *Network*-funded partners to include local health departments, regional campaign and program staff and Champions for Change 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 and *Network* to provide guidance on planning and executing regional public relations events and promotions, including Public Health Week, Champion Summit, 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*, local health departments, 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*, local health departments and Champions for Change 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.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist III – Fruit, Vegetable, and Physical Activity Campaigns (G. Herrera) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute

Under the supervision of the Marketing Manager II, 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 healthy foods and beverages 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 local project *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 local project *Worksite Program* staff who recruit, train, and support participating worksites. Works to ensure successful targeting and implementation of the *Worksite Program* components of the local projects' *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.
- 20% Plans, coordinates, and conducts trainings to build the capacity and skills of local project *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% 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 local projects, investigation into data sources on low-wage worksites, and review and analysis of census data and its application to the *Worksite Program*.
- 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. Collaborates with the *Network's* other targeted campaigns and programs, and its Community Development Units, Research and Evaluation Section, and Communications Unit. Assists with coordination of collaborative activities with American Cancer Society, 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.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist III – Fruit, Vegetable, and Physical Activity Campaigns (S. Laird) *Network for a Healthy California – Policy, Planning and Partnership Section* Public Health Institute

Under the direction of the Marketing Manager II, within the Fruit, Vegetable and Physical Activity Campaigns, *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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Specialist III (*Rethink Your Drink*) – Fruit, Vegetable, and Physical Activity  
Campaigns (S. Madden)**  
***Network for a Healthy California* – Policy, Planning and Partnership Section**  
**Public Health Institute**

This position will contribute to the establishment and support of a newly-funded statewide healthy beverage campaign entitled ReThink Your Drink. Primary campaign components consist of: formative research, statewide advertising, public relations, nutrition education, and evaluation. This position will provide support to campaign component leads and assume leadership and responsibility for identified tasks within each area. Reporting directly to the Health Educator IV, with general guidance from the Public Health Nutrition Consultant III (PHNCIII), the Marketing Specialist III organizes and analyzes programmatic data; coordinates materials development, revision and inventory; provides project management on selected projects; assists with the coordination of statewide media and public relations activities; conducts and shares research on health, nutrition, marketing, and business issues; and performs other duties as required to contribute to the overall success of the ReThink Your Drink campaign and the *Network for a Healthy California*. Specifically, the MSIII performs the following duties:

- 40% Provides leadership in the development and revision of healthy beverage nutrition education materials targeting youth and adults. Coordinates inventory management for nutrition education materials, both hard copy and electronic. Coordinates with Regional Operations Unit staff and the Communications Unit to maintain an updated listing of materials, including development, translation, design, printing, and production needs.
- 20% Develops and maintains a system for tracking completion of key activities and briefs key staff regarding status. Activities to be tracked include completion of campaign deliverables as detailed in the ReThink Your Drink program description, and other projects as needed.
- 10% Gathers, tabulates, and analyzes data from a variety of sources, including data provided in over 50 separate files by a variety of *Network* contractors using Microsoft Excel. Creates tables, graphs, and summaries of data to present to key staff. Evaluates progress against quantitative objectives and identifies trends of regional and local ReThink Your Drink nutrition education initiative implementation. Develops recommendations regarding data collection methods, data points requiring further investigation, data storage, and programmatic implications of data. Ensures that appropriate data is provided to, and gathered from, the *Network's* Research and Evaluation Unit.
- 15% Manages other select projects to ensure timely and successful completion. Coordinates with appropriate *Network* staff. Oversees work of outside vendors and contractors.
- 5% Communicates project goals and plans consistently with multiple stakeholders inside and outside the *Network*.
- 5% Researches articles, newsletters, trade journals, papers, books, and other related resources related to health education, health communications, social marketing, commercial

marketing, nutrition education, and/or business practices related to healthy beverage consumption. Compiles and maintains an information resource library and regularly summarizes and shares relevant information with staff.

5% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Specialist III – Communications Program (L. Magaña)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the supervision of the Marketing Manager I, Advertising, and general direction of the Health Program Specialist II, manager of the Communications Program (Communications and Media Team), the Marketing Specialist III (MSIII) provides coordination of social media and advertising activities for the *Network for a Healthy California (Network)* aimed at promoting healthy eating and physical activity among SNAP-Ed eligible families. The MSIII will support the Health Program Specialist II and work with the Communications and Marketing Managers on strategic market research and targeted communication efforts for state media campaigns. The MSIII will work primarily on assisting with social media activities, production of advertisements, fact sheets and promotional materials, and secondary duties will include 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:

- 40% Assists with development and maintenance of the Network’s social media sites (including but not limited to YouTube and Facebook). This includes assistance with building and maintaining the *Network’s* YouTube Channel (branding and populating the channel with approved videos). Develops and maintains a *Network* content database. Coordinates and leads monthly SMAT meetings and deliverables. Assists with development of Facebook editorial calendar, including identifying, creating and scheduling content, and writing posts. Monitors comments and engages with the social media community regularly. Monitors and records social media metrics, and develops metric reports as needed/required.
- 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* activities, and as needed, provides support to senior staff on targeted communication efforts.
- 20% Coordinates distribution of advertising materials and resources to *Regional Networks* and *Local Health Departments*, funded projects and partners. Includes providing technical assistance to ensure consistency of messages and implementation of media campaign at the local level. Coordinates and assists in planning and implementation of special projects, including Harvest of the Month and other specialized marketing strategies.
- 5% Coordinates *Network* booth display participation in state events and conferences. Includes creating and maintaining resources supplies/hardware and materials, staffing the booth, and facilitating other staff participation in “manning” booth activities.

5% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist III – Fruit, Vegetable, and Physical Activity Campaigns (T. Vang) *Network for a Healthy California – Policy, Planning and Partnership Section* Public Health Institute

This position will contribute to two statewide social marketing campaigns entitled ReThink Your Drink and the Retail Program. Primary campaign components consist of: formative research, statewide advertising, public relations, nutrition education, and evaluation. This position will provide support to campaign component leads and assume leadership and responsibility for identified tasks within each area. Reporting directly to the Health Educator IV, with general guidance from the Public Health Nutrition Consultant III (PHNCIII) and the Marketing Manager I, the Marketing Specialist III (MSIII) organizes and analyzes programmatic data; coordinates materials development, revision and inventory; provides project management on selected projects; assists with the coordination of statewide media and public relations activities; conducts and shares research on health, nutrition, marketing, and business issues; and performs other duties as required to contribute to the overall success of the ReThink Your Drink campaign, the Retail Program, and the *Network for a Healthy California*. Specifically, the TASII performs the following duties:

- 25% Provides leadership in the development and revision of healthy beverage and food nutrition education materials targeting adults.
- 20% Provide technical assistance for Retail Program and ReThink Your Drink activities. Develop training plans and training cycles, compile supporting materials, and schedule trainings that promote the Retail Program and ReThink Your Drink activities. Review and update contractor documentation and reporting, inclusive of Activity Tracking Forms and progress reporting tools across Network contracts to adequately gather, capture, and reflect Retail Program and ReThink Your Drink activities.
- 10% Develops and maintains a system for tracking completion of key activities and briefs key staff regarding status. Activities to be tracked include completion of campaign deliverables as detailed in the ReThink Your Drink program description, and other projects as needed.
- 10% Develops, manages, and maintains electronic databases on programmatic activities (Access, Excel, or SPSS). Assists with tracking state documents through the approval process.
- 10% Creates tables, graphs, and summaries of data to present to key staff. Develops recommendations regarding data collection methods, data points requiring further investigation, data storage, and programmatic implications of data. Ensures that appropriate data is provided to, and gathered from, the *Network's* Research and Evaluation Unit.
- 10% Manages other select projects to ensure timely and successful completion. Coordinates with appropriate Network staff. Oversees work of outside vendors and contractors.

5%      Researches articles, newsletters, trade journals, papers, books, and other related resources related to health education, health communications, social marketing, commercial marketing, nutrition education, and/or business practices. Compiles and maintains an information resource library and regularly summarizes and shares relevant information with staff.

5%      Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Specialist III – Communications Program (L. Webster)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the supervision of the Marketing Manager I, Publications, and general direction of the Health Program Specialist II, manager of the Communications Program (Communications and Media Team), the Marketing Specialist III assists with inventory control and material distribution through the *Network for a Healthy California's (Network)* Online Ordering and Cost Recovery Systems, as well as coordination of print production, and customer service. 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 schedules for *Network* partners, oversight of the *Network* warehouse, including the online ordering and cost recovery systems, inventory, distribution and customer fulfillment program, coordination of print production, material receipt management, and material traffic flow. Specifically, the MS III performs the following duties:

- 30% Maintains and monitors online ordering and cost recovery systems, warehouse functions, inventory, distribution, and customer fulfillment programs.
- 20% Develops, maintains and inputs the data entry of complex allotment spreadsheets and reports for print and promotional material for all *Network*-funded projects. Works with the Marketing Manager I 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.
- 15% Coordinates and tracks material production and print traffic flow management from project initiation to ordering system distribution on all *Network* materials. Works with Campaigns and Programs to determine appropriate print quantities, works with Marketing Manager I to develop accurate print specifications, solicits quotes from appropriate vendors, provides detailed purchasing information to administrative team, assures delivery of print materials to the warehouse, and updates the online ordering system as needed.
- 15% 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. Maintains internal literature area – cataloging and organizing onsite materials.

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 performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, and Physical Activity Campaigns (J. Beal) *Network for a Healthy California – Policy, Planning and Partnership Section* Public Health Institute

Under the supervision of the Marketing Manager II, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist IV (MS IV) participates 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 IV works 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 IV provides programmatic oversight, technical assistance, and training to seven regional *Worksite Program* staff; prepares a variety of written resources, including educational, promotional, and administrative materials; develops and maintains internal and external partnerships; investigates, reviews, and analyzes data to guide program improvement; and fosters the expansion and continuous improvement of the *Worksite Program*. Specifically, the MS IV 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. 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.
- 30% Produces a variety of written materials for the *Worksite Program*, 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.
- 20% Investigates, reviews, and analyzes a variety of data sources and literature and makes recommendations for improvement and expansion of the *Worksite Program*. Recommends new 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, literature reviews related to worksite wellness, and review and analysis of census data and its application to the *Worksite Program*.
- 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 on behalf of the *Worksite Program*. Collaborates with the *Network's* other targeted campaigns and programs, its Research and Evaluation Unit, and its Communications Unit.

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, & Physical Activity Campaigns (C. Cagle) *Network for a Healthy California – Policy, Planning and Evaluation 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.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, and Physical Activity Campaigns (A. Dennis) *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 Marketing Specialist IV (MSIV) 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 MSIV 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 intervention strategies and tools; 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; 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 MSIV performs the following duties:

- 25% Strengthens existing *Campaign* components and develops new culturally-sensitive components, including educational and promotional materials. 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 and preferences of this audience. 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.
  
- 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. In collaboration with the *Children’s Power Play! Campaign*, *Latino Campaign*, *Retail Program*, *Worksite Program*, *Regional Network*, *Partnership*, *Research*, and *Communication* staff, the MSIV works to ensure successful targeting and implementation of the *African American Campaign* components of the

Local Health Department and/or *Regional Network* Scopes of Work through site visits, phone, e-mail, and other communication mechanisms.

- 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*. Writes reports, requests for proposal, invitation to bids, and other professional documents.
  
- 15% Builds capacity of Local Health Departments, *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., *Regional Networks*, Local Health Departments), 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. Attends site visits, as needed, to offer in-person technical assistance.
  
- 10% 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.
  
- 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. 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.
  
- 5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, and Physical Activity Campaigns (K. Mihos) *Network for a Healthy California – Policy, Planning and Partnership Section* Public Health Institute

Under the supervision of the Marketing Manager II, within the Fruit, Vegetable and Physical Activity Campaigns, *Network for a Healthy California–Latino Campaign (Campaign)*, the Marketing Specialist IV (MSIV) contributes to the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of Latino families through increased consumption of fruits and vegetables and levels of physical activity. The MSIV provides technical expertise to community-based programs by guiding ongoing social marketing campaigns to promote healthy eating, physical activity, and food security among Latinos who are currently, likely, or potentially-eligible for the Supplemental Nutrition Assistance. Responsibilities will include integration of nutrition and physical activity education into community 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 MSIV performs the following duties:

- 25% Provides leadership related to the regional contractors to ensure successful accomplishment of *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% 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 Latinos in California. 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 and tests 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. Drives content development, including writing materials for consumers and intermediaries. Works with stakeholders to incorporate the distinct features of Latino 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 Latino population. Pursues and participates in trainings and/or educational opportunities in order to keep the *Latino Campaign* abreast of the most current interventions, trends, and/or practices adversely or positively affecting California's Latino population.

- 15% Builds capacity of the *Regional Networks* 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 Latino 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 Latinos. 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 Latino community. Manages special partner projects focused on enhancing activities targeted to low-income Latino 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.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, and Physical Activity Campaigns (M. Miller) *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 Marketing Specialist IV (MSIV) 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 MSIV 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 intervention 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 MSIV performs the following duties:

- 25% 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.
  
- 20% Provides leadership related to 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 MSIV works to ensure successful targeting and implementation of the *African American Campaign* components of the *Regional Network* Scope of Work through site visits, phone, e-mail, and other communication mechanisms.
  
- 20% Strengthens existing *Campaign* components and develops new culturally-sensitive components, including educational and promotional materials. 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*, Local Health Departments), 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.
- 5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, and Physical Activity Campaigns (J. Vang) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute

Under the supervision of the Marketing Manager II (Children and Youth), within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist IV (MSIV) contributes to the design, implementation, and evaluation of the *Children’s Power Play! Campaign (Campaign)*, 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. Responsibilities include oversight of *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, preparation of reports to funders, and development and maintenance of partnerships with public and private organizations. The MSIV performs the following duties:

- 30% Provides leadership related to the regional contractors to ensure successful accomplishment of *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.
- 20% Provides leadership 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. 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. Manages materials inventory. Works with *Network* staff overseeing state-level materials production, inventory, and distribution.
- 20% 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*.
- 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. 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% 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.

5% 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. Prepares annual plans and reports to the funder, including fiscal components. Monitors key budget expenditures for the *Campaign*.

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### Marketing Specialist IV – Fruit, Vegetable, and Physical Activity Campaigns (S. Vitulli) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute

Under the supervision of the Marketing Manager II (Children and Youth), within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist IV (MSIV) contributes to the design, implementation, and evaluation of the *Children's Power Play! Campaign (Campaign)*, 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. Responsibilities include oversight of *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, preparation of reports to funders, and development and maintenance of partnerships with public and private organizations. The MSIV performs the following duties:

- 30% Provides leadership related to the regional contractors to ensure successful accomplishment of *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, 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.
- 20% Provides leadership to the successful planning and execution of *Campaign* evaluation activities, including formative, process, and impact evaluation. Works with the Marketing Manager II and Research and Evaluation 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.
- 20% Identifies, recommends, and develops new strategies, approaches, and tactics to enhance 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 child empowerment approaches, including photo voice. Participates in strengthening the *Campaign's* parent components.
- 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. 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.

5% 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. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Program Administrator II – PHI Administration Unit (T. Garbolino)**  
*Network for a Healthy California*  
**Public Health Institute**

Under the supervision of the Program Director III, the Program Administrator II (PAII) contributes to the successful execution of the *Network for a Healthy California's* social marketing and public health interventions aimed at improving the health of California's low-income families through increased consumption of healthy foods and beverages and improved levels of physical activity. The PAII collaborates with the Public Health Institute (PHI) Program Director III to ensure accountability to PHI's master contract with the California Department of Public Health (CDPH). Responsibilities include leadership in the development of programmatic components of the USDA Annual Plan and reports to USDA and CDPH; writing and editing for a variety of professional and consumer educational and marketing materials; providing expertise in social marketing and business theory and practice; collaborating with other PHI staff to critically analyze program activities and develop recommendations; providing leadership to ensure completion of training and professional development activities; and overseeing selected partnership projects, including subcontracted leadership projects. Specifically, the PAII performs the following duties:

- 25% Provides leadership, in collaboration with the Program Director III, for developing the PHI program components of the USDA Annual Plan and Annual Report, monitoring and documenting the program implementation of PHI's master contract objectives and deliverables, and preparing periodic reports for CDPH Nutrition Education and Obesity Prevention Branch senior management and PHI senior management. Collaborates with PHI managers to develop strategic and operational plans.
  
- 25% Develops content and edits a variety of written documents, including professional reports and papers, nutrition education/social marketing materials targeted to consumers, nutrition education/social marketing materials targeted to intermediaries, and informational/marketing pieces targeted to partners and other professionals. Ensures that consumer materials are appropriate for California's SNAP-Ed eligible families and that intermediary and partner materials are appropriate for and appealing to the intended audience. Coordinates with the *Network's* publications team on the development, design, and production of materials.
  
- 20% Identifies, establishes, and maintains internal and external partnerships within the *Network for a Healthy California* and CDPH and with other public and private organizations that serve and benefit low-income families. Manages special partner projects, including leadership projects for afterschool programs and the California Healthy Kids Resource Center. Represents the *Network for a Healthy California* to the public, including participating in professional organizations and advisory groups and acting as the liaison to the National Fruit and Vegetable Alliance (including Produce for Better Health Foundation and the Council of Fruit and Vegetable Nutrition Coordinators of the Association of State and Territorial Public Health Nutrition Directors).

Collaborates with other PHI staff to pursue awards and recognition from external groups for the *Network for a Healthy California*.

- 15% Provides expertise in social marketing and business theory and practice. Investigates new strategies for PHI-led campaigns and programs in collaboration with program staff. Monitors publications, other programs, and published research to identify possible applications to the *Network*. Collaborates with program and research and evaluation staff to conduct critical analyses of PHI-led campaigns, programs, and projects, including recommendations for the future. Works with staff to implement recommendations and evaluate their effectiveness.
  
- 10% Provides leadership to ensure the completion of PHI deliverables related to training and professional development. Acts as the PHI liaison to the CDPH *Network* training coordinator and CDPH Information Technology staff to contribute to the *Network* training plan and online training resources. Coordinates with PHI staff to ensure that trainings are planned, conducted, evaluated, and documented according to an agreed upon training plan. Coordinates with PHI program staff to develop electronic training resources for posting to the CDPH website in accordance with the master contract. Collaborates with Program Director and PHI Human Resources staff on professional development for PHI *Network* staff.
  
- 5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Program Administrator III – PHI Administration Unit (J. Grey)**  
*Network for a Healthy California*  
**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.

Employee's signature	Date
Supervisor's signature	Date

## **DUTY STATEMENT**

### **Program Director I – Campaigns, Programs and Partnerships (A. DeLisio) *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 of the Policy, Planning, and Partnership Section, the Program Director I functions as a leader of the *Network for a Healthy California*, leading a large team in the planning, development, implementation, and evaluation of community interventions that target children and families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The *Network for a Healthy California* is a part of the Nutrition Education Obesity Prevention (NEOP) Branch of the California Department of Public Health (CDPH) and serves the needs of low-income Californians by pursuing the three priorities laid out in the CDPH NEOP Implementation Plan. These priorities are as follows: Priority I: Increase access and consumption of healthier foods; Priority II: Decrease consumption of unhealthy foods and beverages, and increase consumption of water; and Priority III: Increase physical activity opportunities throughout the day.

The Program Director I oversees a large multi-disciplinary staff and a multi-million dollar budget. Directs program planning, development, implementation, evaluation, and fiscal management of the Campaigns, Programs and Partnership Unit, including the Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Harvest of the Month, the Youth Engagement Program and the Afterschool Program, Partnership and Planning Team, and the Physical Activity Integration Team. 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 MMII performs the following duties:

50% Provides strategic leadership to all teams that comprise the Campaigns, Programs and Partnership Unit. The Program Director I is charged with fostering team accountability and the continued professional development of all Unit Staff. This includes the direct supervision of three Marketing Managers II and a Health Educator IV. The Program Director I will also provide leadership in strategizing ongoing improvements and innovations to the implementation of all Campaigns, Programs and Partnership activities. The Program Director I directs overall strategic planning, operations, and development of interventions that reach low-income children and youth, 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. Ensures the integrity of outreach implementation through effective management of and collaboration with the three Marketing Manager II team leaders and the Health Educator IV team leader. Serves as part of the management team of the Public Health Institute Staff at the *Network for a Healthy California*.

- 10% Provides administrative and fiscal oversight for the Campaigns, Programs and Partnerships 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*.
  
- 10% Directs the development and testing of age-, culturally-, and linguistically-appropriate educational, promotional, and marketing materials intended to advance the three priorities of the CDPH Nutrition Education Obesity Prevention Implementation Plan among the SNAP-Eligible Californians and increase involvement in the campaigns, programs and partnership activities 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% Leads the collaboration with the Research and Evaluation Unit and other *Network* staff to ensure scientific integrity and evaluation of all outreach activities. 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 various national organizations in the subject area. Ensures that the Campaigns, Programs and Partnerships Unit connects with other major nutrition education and obesity prevention 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 Campaigns, Programs and Partnership 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, programs and partnerships unit 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.

Employee's signature	Date
Supervisor's signature	Date

## **DUTY STATEMENT**

### **Program Director II – Research and Evaluation (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 Program Director II (PD II), Research and Evaluation, oversees a staff of 12-14 scientific professionals and will be responsible for the planning and implementation of ongoing population surveys, special studies, and intervention evaluations for the *Network*. The PD 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 PD 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 PD 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 PD 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:

- 40% Conducts administrative and personnel management activities of PHI staff for the Network Research and Evaluation Section; Provides guidance, mentoring, and direct unit management oversight for twelve to fourteen public health research professionals. Evaluates staff performance; writes duty statements. Participates in the recruitment, selection, placement, and training of RES 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.
- 15% Under supervision of Section Chief, Research and Evaluation, provides scientific leadership and nutrition expertise for in-house research demonstrating the evidence-based approach of the California Department of Public Health Nutrition Education Obesity Prevention Plan. 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.—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.

- 15% 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. 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.
  
- 10% Participates in senior management meetings, provides input on *Network* activities, and assists in the implementation of Network goals and objectives. Oversee preparation of Section 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Program Director III (K. Khaira)**  
***Network for a Healthy California* – Nutrition Education and Obesity Prevention Branch**  
**Public Health Institute**

Directly reporting to PHI's Chief Executive Officer, 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 Nutrition Education and Obesity Prevention (NEOP) Branch 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 multi-year 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 monitors progress on USDA and master contract objectives and contract deliverables. Oversees PHI *Network* administrative team in human resources management protocols and business practices.
- 15% 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. Oversees the development of the PHI budget of the USDA Annual Plan and other duties as assigned.
- 10% Provides guidance to project staff on materials management through identifying and establishing comprehensive clearinghouse, procurement and dissemination functions; reviews annual action plan processes and subsequent ad hoc reporting.

10% Provides NEOP Branch Chief with reports that include summary of PHI contracts executed to date and expenditures by overall budget.

5% Conducts new business development for PHI using non-SNAP-Ed funds.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Associate III – Research and Evaluation (E. Egelski)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Associate III (RA 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, and contracts. Identifies common data elements, concepts, and themes; compiles and interprets findings. Develops and modifies Excel-based tools for data reporting and analysis. 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. Identify new sources for secondary data analysis and apply them to *Network* projects. Creates, proofs and edits graphics and documents for reports and slide presentations (Microsoft PowerPoint, Word, and Excel); provides technical assistance to REU staff in use of Excel and PowerPoint; tracks data related to *Network* operations and *Network*-specific data.
- 20% Reviews, proofreads, and performs fact checking of materials submitted by Communications, Partnership and Planning,, Regional Operations, and FVPA units and other internal and external stakeholders as requested. Prepares fact sheets and compiled information on topics related to nutrition and chronic disease 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 *Network* reporting, 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Associate III – Research and Evaluation (E. Talmage)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Associate III (RA III) will serve on the Educational and Administrative Reporting System (EARS) Online Development Team, provide templates and technical assistance to Network staff and contractors to collect and maintain data necessary to maintain EARS data collection tools, and provide technical and programmatic assistance to contractors and Network staff; produce EARS reports using a variety of techniques, including GIS visual representation and providing contractor training; assist in the identification and production of geographic/demographic data for program planning, targeting and tracking; provide staff technical assistance through use of data table production, modification of data templates, Survey Monkey utilization, and application of Visual Basic to streamline routine tasks; assist Network statisticians clean and recode datasets and conducts basic analyses of EARS and other data using SPSS or SAS; narrate results to include in research reports; and participate in other research and evaluation projects as required. The RA III also conducts literature searches, collaborates in writing technical reports and research articles for publication by the Network. More specifically, the RA III performs the following duties:

- 35% Serves on *Network* EARS Online Development team; Creates and maintains EARS Data Collection Tools; Provides EARS technical and programmatic assistance to contractors and Network staff. Updates and maintains tables and outside data for use in the Online EARS database system.
  
- 20% Compiles Semi-Annual and Annual report data. Creates custom reports for Network staff involving linking EARS data to outside data sources. Uses programs such as Access, SAS and/or SPSS to create customizable reports that other Network staff can query easily. Utilizes EARS data in combination with the *Network* GIS system to create visual representations of Network education interventions. Conducts aspects of EARS Training; Provides technical assistance and training for document submission to SharePoint for Semi-Annual and Annual reporting.
  
- 15% In coordination with survey leads, performs data entry, formatting and double checking of data tables and modification of data entry templates; 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 Survey Monkey, Ask CHIS and American Fact Finder. Develops Survey Monkey surveys, Access databases, and Excel spreadsheets, and Word forms to meet data collection needs of Network units; Utilize Visual Basic trainings to help Network staff simplify and streamline repetitive or time consuming tasks. 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).

15% Assists Network statisticians by helping clean and recode datasets. Conducts basic analyses of EARS and other Network data using SPSS or SAS.

10% 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 collaborative. 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.

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### **Research Associate IV – Research and Evaluation (A. Narodovich) *Network for a Healthy California* – Research and Evaluation Section Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) 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 RA IV 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, other volunteer contractors and an external vendor to develop a data collection system appropriate for program needs and USDA reporting requirements for the Education and Administrative Reporting System (EARS). Updates Activity Tracking Form (ATF) for *Network* contractors, Regional Networks and Campaign and Programs.
- 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 Section 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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Associate IV – Research and Evaluation (C. Rider)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Associate IV (RA IV) works to develop and coordinate evaluation project activities focused primarily on surveillance including the California Teen Eating, Exercise and Nutrition Survey (CalTEENS) and local project Impact/Outcome Evaluation, as well as other research and evaluation projects as required, such as the *Network for a Healthy California - African-American Campaign*. The RA IV serves as a research and evaluation consultant for one *Regional Network*; reviews and fact-checks planned publications from other *Network* units; compiles and prepares data for display in tabular and graphic format; and collaborates on articles, reports, and technical fact sheets for publication by the Section. The RA IV assists with preparing *Network* grant applications and progress reports; serves on internal and external *Network* committees as requested. Specifically, the incumbent will perform the following duties:

- 30% Provides day-to-day management of the ongoing biennial *CalTEENS*, including preparing Institutional Review Board (IRB) applications, developing measures, guiding data analysis with statistician consultant, and communicating findings to staff and partners for incorporation into program planning; develops and writes scientific reports based on survey findings. Responsible for ongoing data analysis for tracking of CalTEENS trends for *Network* annual report and biennial program implications summary to guide *Network* program development and implementation for adolescents. Develops Scope of Work for survey administration contractor, reviews budget, and monitors contract.
  
- 35% Oversees technical assistance, monitoring, reporting, and planning of Impact/Outcome Evaluation (IOE) of large-scale *Network*-funded projects. Coordinates activities of Research and Evaluation Section staff carrying out annual review of IOE final reports and subsequent year plan. Responsible for development and maintenance of Impact Outcome Evaluation Compendium of Surveys for Nutrition Education and Obesity Prevention. Acts as liaison with *Network*-funded partners to provide input into evaluation activities and plans; acts as evaluation liaison with Community Development Unit (CDU) to provide input into Scopes of Work, provide training to Program Managers, and offer ongoing technical assistance. Contributes to building evaluation capacity of *Network*-funded partners and *Network* staff by developing materials such as data entry templates and templated reports and plans, identifying validated instruments for evaluation of *Network* objectives, participating in development and modification of evaluation instruments and protocols, and providing one-on-one evaluation technical assistance and training to contractors. Monitors contractor satisfaction with evaluation services received.
  
- 20% Provides highly skilled quantitative and qualitative research and evaluation support to other units in the *Network* for program development and implementation, particularly for the *Network* Fruit, Vegetable, and Physical Activity African American campaign and

serves as research liaison to at least one *Network* region, which may include, among others providing oversight for formative and outcome evaluation research projects including contract development and monitoring, development of evaluation plans, study design, development of IRB applications, 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. Oversees RES Survey Monkey account, provides technical assistance to RES staff on its use, and uses it to develop surveys for other *Network* units.

10% Writes and edits reports for publication by the Section; Contributes to writing of research reports, briefs, and journal manuscripts for scientific publication; 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 and educational materials prepared by Fruit, Vegetable, and Physical Activity Campaigns; Contributes to the preparation of Section grant applications and annual progress reports.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Associate IV – Research and Evaluation (B. Sun)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) 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 *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX<sup>3</sup>)*, community-based non-profit organizations and other research and evaluation projects as required. The RA IV will provide research guidance including data management and technical support with local health departments for CX<sup>3</sup>, community-based non-profit organizations as assigned, and will serve as the research and evaluation liaison to at least two Regional *Network* regions. The RA IV takes the lead on the preparation of selected scientific reports and presentation of findings, as appropriate for lay and professional audiences; participates in review and fact-checking of program public relations materials and contributes to Section administrative, drill, and policy assignments. RA IV assists with preparing *Network* grant applications and progress reports; serves on internal and external *Network* committees as requested. Specific duties include:

- 25% Leads data collection and analysis and provides technical support to local health department (LHD) contractors for Communities of Excellence in Nutrition, Physical Activity, and Obesity (CX3) project; in collaboration with other CX3 staff, develops innovative data analysis system and scoring methodology to compare baseline to follow-up mapping and field survey data; manages data analysis for LHDs actively collecting data; oversees preparation of standardized, professionally produced communications pieces describing local findings, as well as other CX3 day-to-day team activities; explore opportunities for enhancement of standardized communications tools.
  
- 25% Provides support and guidance to LHDs during data collection and interpretation; provides resources to contractors via email and CX3 website; develops and manages a quarterly email communication with all CX3 contractors; locates, obtains, and reviews relevant scientific literature and policy documents to inform background information and rationale for public health interventions; keeps CX3 communications pieces up to date by using current references; assists senior CX3 research scientist with LHD CX3 training. Modifies existing CX3 evaluation survey to administer to LHDs, manages data collected, interprets results in relation to previous survey findings, and prepares reports.
  
- 25% Plans and monitors formative, process, and outcome evaluation of designated competitively funded *Network* contractors. Provides these *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for nutrition education and social marketing projects funded by the *Network* to assess the extent and suitability of evaluation measures proposed or already in place; identifies validated instruments for evaluation of *Network* objectives. Provides evaluation support to two *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.

- 10% Prepares fact sheets and compiles information on topics related to nutrition and cancer prevention, obesity, physical activity, the food industry, and food assistance programs; contributes to Section administrative, drill, and policy assignments. Provides expert review and fact checking of media materials supporting *Network* activities and release of research reports, educational materials prepared by Fruit, Vegetable, and Physical Activity Campaigns.
- 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% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Scientist I – Research and Evaluation (M. Biehl)**  
*Network for a Healthy California* – Research and Evaluation Section  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist I (RSI) is generally responsible for providing statistical support for designated section research and evaluation projects. The RSI works as part of a research team, and is primarily involved in analysis of surveillance and program evaluation data for the Network and in writing manuscripts to share the findings. The RSI will conduct analyses on questions pertaining to diet, physical activity, body weight, and food security from external surveys and will work collaboratively with an experienced biostatistician on analysis of internal surveys examining related questions. Specific duties include:

- 25% Performs primary data analysis of Network surveys of adult, teen, and/or child dietary and physical activity practices, attitudes, and knowledge, with emphasis on the teen survey
- 20% Prepares manuscripts, fact sheets, and reports for professional, staff, and lay audiences in collaboration with colleagues and consulting biostatistician. Prepares and delivers presentations on analysis findings. Contributes to writing Research and Evaluation section of annual USDA plan and other related administrative reporting responsibilities.
- 30% Conducts secondary data analysis on Network surveys and independent research, on questions of interest to the Network using datasets from external surveys such as the BRFSS, NHANES, and CHIS.
- 20% Contributes to the design, statistical methodology, and data analysis plans of surveys and program evaluation studies. Provides technical assistance and guidance on epidemiological techniques and analysis to Network evaluation staff.
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Scientist I (CX<sup>3</sup>) - Research and Evaluation (A. Ghirardelli)**  
***Network for a Healthy California* - Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist I (RS 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<sup>3</sup>)* and other research and evaluation projects as required. The RS I will act as lead researcher for CX<sup>3</sup> 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 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:

- 15% Serves as lead researcher for Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX<sup>3</sup>) - Coordinates development of tools/methods to gather and report data on local food and physical activity environment and program planning surveys for CX<sup>3</sup>; coordinates instrument development; manages development of new scoring methodology and analysis; Interprets data and prepares reports on findings.
- 25% Provides training and implementation guidance for contracting agencies participating in CX<sup>3</sup>. Develops and conducts GIS trainings; co-leads trainings in conduct of field surveys including quality control.
- 40% Serves as Research and Evaluation Unit liaison for formative, process, 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.
- 10% Provides evaluation consultation 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Scientist I – Research and Evaluation (A. Keihner)**  
***Network for a Healthy California – Research and Evaluation Section***  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist I (RSI) will work in coordination with other interdisciplinary RES 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 RES staff. 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; formative research to identify the best surveillance instrumentation and methods.
- 20% Oversees large-scale evaluation studies to assess the *Network's* effectiveness among children; provides formative and impact evaluation support to new and existing *Campaigns* and programs 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*.
- 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.
- 10% 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. Provides evaluation support to *Network Partnership and Planning Unit* as assigned.

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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Scientist I – Research and Evaluation (A. Linares)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist I (RS I) will work in coordination with other interdisciplinary RES staff in the design, preparation, conduct, and oversight of multiple, complex research and evaluation projects, including data analysis and conduct of Impact/Outcome evaluation, statewide nutrition surveillance through the California Dietary Practices Survey (CDPS) and the Behavioral Risk Factor Surveillance System (BRFSS) Survey, the Fruit, Vegetable, and Physical Activity Latino Campaign technical assistance and evaluation, 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. 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. Specific duties include:

- 30% Provides basic evaluation support for Impact/Outcome Evaluation (IOE); includes data entry, cleaning, aggregation, analysis, and troubleshooting; collaborates with statistician to conduct in-depth analysis for annual IOE dataset; uses analysis to write IOE report for USDA Final Report.
  
- 15% Serves as co-lead for conduct of Network Impact/Outcome Evaluation (IOE); provides Local Health Departments (LHDs) with basic introduction to IOE process and more in-depth evaluation training; provide one-on-one technical assistance and evaluation plan review of selected LHDs on an annual basis; collaborates with co-lead and other RES staff to create and refine IOE data collection instruments (data entry templates and reporting and plan templates) and compendium of surveys, and plan various aspects of IOE operation.
  
- 20% Day-to-day management, organization, and planning of the *California Dietary Practices Survey (CDPS)*, including coordination, human subjects approval, and quality control; communication with consultants on project design, data collection, and data processing; data analyses and interpretation. Includes contract management and scope of work development for PHI subcontracts.
  
- 20% Provides evaluation support for RES colleagues and for the *Fruit, Vegetable, and Physical Activity Latino Campaign* and other units in the Section, 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, 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; includes performing analysis of outcome data for select projects as assigned.

10% Technical writing of fact sheets, research reports, program implication summaries, and manuscripts for peer review publication; Contributes to Section administrative, drill, and policy work. Prepares abstracts and presents oral and poster presentations for professional and scientific audiences.

5% Serve as the *Network* co-liaison at external California surveillance survey workgroup meetings (e.g., the Behavioral Risk Factor Survey); Participate in questionnaire development, data analysis plans, and preparation of summary reports and conference abstracts. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

**Research Scientist I (Biostatistician) – Research and Evaluation (P. Mitchell)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist I is responsible for providing statistical support for *Network* Supplemental Nutrition Assistance Program 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, conducting analyses, interpreting results, and documenting the findings. The Research Scientist I works collaboratively with an experienced contract biostatistician on analysis of *Network*-developed dietary and physical activity practices surveys and conducts independent analyses on questions pertaining to diet, physical activity, body weight, and food insecurity from external surveys, such as the BRFSS and CWHS. Provides technical assistance to *Network* staff on design, statistical methodology, data coding, and data analysis plans and implementation for non-surveillance *Network* evaluation studies. Conducts data analysis for large-scale food stamp nutrition education evaluation projects for the *Network*. Writes statistical sections of manuscripts and reports; prepares tables and graphics visualizing findings. Specific duties include:

- 35% Perform data analysis for internal *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% Conduct independent evaluation analyses, including the examination of trend data, on questions related to *Network* objectives and target populations using external datasets from surveys such as the *BRFSS*, *CWHS*, and *CHIS*. Oversees responses to requests for data from surveillance surveys.
- 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% 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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Scientist I – Research and Evaluation (B. MKNelly)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist I works 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 SNAP-Ed eligible families; provides expertise to the Section on the topics of 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:

- 40% 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 the *Network* to assess the extent and suitability of evaluation measures proposed or already in place. Identifies validated instruments for evaluation of *Network* objectives.
- 30% 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% Monitors contract of external evaluators for the local food and nutrition education (LFNE) channel. Works closely with them to delineate activities and reviews reports.
- 5% Participates in collaborative planning and analysis of the California Women's Health Survey, ensuring that questions on food security and food assistance usage are included in the annual survey and developing the analysis plan for those questions.
- 5% 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.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Research Scientist II – Research and Evaluation (L. Whetstone)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Research Scientist II (RSII) 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 nonprofit 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 United States Department of Agriculture, or the Centers for Disease Control and Prevention. Specifically, the incumbent performs the following duties:

- 30% Working with other members of the *Network*, designing large, complex surveys and intervention studies and providing technical assistance in the development and conduct of research to a wide variety of partners interested in developing and evaluating interventions using approaches such as direct education and social marketing 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% Identifies and responds to funding opportunities at the Federal and State levels or non-profit agencies to develop new partnerships, innovative interventions, and related evaluation activities. Oversees the development and completion of grant applications, including creating timelines and delegating the writing and various required sections of a proposal while adhering to the processes and deadlines required for internal review and approval prior to the submission to the funding agency.
- 20% 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 or activity being evaluated.
- 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 the preparation of written reports and other publications, including reports to the legislature, other state agencies, county health departments, and peer reviewed journals. Designs,

administers, analyzes, and reports on periodic surveys of partner satisfaction with *Network* operations, interventions, and research.

5% Prepares a variety of program reports for use in planning, media, policy, and evaluation by the *Network* and its partners. Assists outside users in accessing *Network* surveys and data sets.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**Section C. Staffing**

Provide the following summary by SNAP-Ed project for all paid staff in the FY 2018 relate to SNAP-Ed and note the funding amounts that will be paid by State and/

**Project Name: Public Health Institute**  
*The Network for a Healthy California*  
 US Department of Agriculture (USDA) State and Federal Share in Federal Fiscal

Org  
Chart

1.Position Title *Attach statement of work listing SNAP-Ed-related job duties for each position		2. FTEs** Charged to SNAP-Ed **Attach definition of FTE and Basis for calculation
Programmatic Classifications	Name	
01a	Accounting Assistant I	Smith 1.00
02a	Accounting Assistant III	Fine 1.00
03a	Administrative Assistant III	Bertoni 1.00
04a	Administrative Assistant III	TBD 1.00
05a	Administrative Assistant III	TBD 1.00
06a	Administrative Assistant IV	Ward 1.00
52a	Administrative Coordinator	O'Neill 1.00
13a	Community Partnership Specialist II	Tadlock 1.00
10a	Community Partnership Specialist I	Ely 1.00
11a	Community Partnership Specialist II	Herrera 1.00
12a	Community Partnership Specialist II	Sanderford-O'Connor 1.00
14a	Community Partnership Specialist III	Lopez-Payan 1.00
08a	Compliance Administrator	Chadda 0.75
07a	Contracts Administrator II	Bolante 1.00
09a	Contracts Administrator II	Tovar 1.00
17a	Financial Analyst I	Iorga 1.00
19a	Health Educator III	TBD 1.00
21a	Health Educator IV	Lime 1.00
22a	Health Educator IV	Garrow 1.00
24a	Health Educator IV	Streng 1.00
25a	Health Educator IV	Perez 1.00
26a	Information Specialist II	Rylett 1.00
27a	Marketing Manager I	Billingsley 1.00
28a	Marketing Manager I	Jones 1.00
29a	Marketing Manager I	Kemp 1.00
30a	Marketing Manager I	Larson 1.00
31a	Marketing Manager I	Oliva 1.00
15a	Marketing Manager II	McNeil 1.00
32a	Marketing Manager II	Nadal 1.00

35a	Marketing Manager II	Romero	1.00
36a	Marketing Manager II	Carrillo	1.00
34a	Marketing Manager III	Garcia	1.00
38a	Marketing Specialist III	Rosetti	1.00
39a	Marketing Specialist III	Dennis	1.00
40a	Marketing Specialist III	Gardella	1.00
41a	Marketing Specialist III	Madden	1.00
42a	Marketing Specialist III	Magana	1.00
43a	Marketing Specialist III	Laird	1.00
44a	Marketing Specialist III	Herrera	1.00
45a	Marketing Specialist III	Villarica-Webster	1.00
69a	Marketing Specialist III	TBD	1.00
20a	Marketing Specialist IV	Navarro	1.00
46a	Marketing Specialist IV	Vitulli	1.00
47a	Marketing Specialist IV	Mihos	0.75
48a	Marketing Specialist IV	Beal	1.00
49a	Marketing Specialist IV	Cagle	1.00
50a	Marketing Specialist IV	Vang	1.00
51a	Marketing Specialist IV	Miller	1.00
23a	Program Administrator II	Garbolino	0.85
53a	Program Administrator III	Grey	1.00
37a	Program Director I	Delisio	1.00
54a	Program Director II	Sugerman	1.00
55a	Program Director III	Singh-Khaira	1.00
56a	Research Associate II	Talmage	1.00
57a	Research Associate III	Egelski	1.00
58a	Research Associate IV	Rider	1.00
60a	Research Associate IV	Narodovich	1.00
61a	Research Associate IV	Sun	1.00
59a	Research Scientist I	Linares	0.70
62a	Research Scientist I	Ghirardelli	0.65
63a	Research Scientist I	Keihner	0.80
64a	Research Scientist I	Mitchell	1.00
65a	Research Scientist I	MkNelly	1.00
66a	Research Scientist I	Biehl	1.00
67a	Research Scientist II	Whetstone	1.00
18a	Technical Assistance Specialist II	Munyan	1.00
70a	Technical Assistance Specialist II	Strutz	1.00
68a	Technical Assistance Specialist III	Fuhrman	1.00
	Health Educator IV	Leech	1.00
	<b>Sub-totals</b>		<b>67.50</b>
	Benefits @ 35% of Total Salary		
	<b>TOTAL</b>		

014 budget. Provide the Full Time Equivalents (FTE), describe staff responsibilities, and funding source (State, Local, or Federal funds).

Calendar Year 2014 (October 1, 2013 through September 30, 2014)

3. Description of Job Duties		4. Total SNAP-Ed Salaries, Benefits, and Other Expenses	
Percentage of SNAP-Ed Time spent on Management/Administrative Duties	Percentage of SNAP-Ed Time spent on Direct SNAP-Ed Delivery	State/Other Dollars	Federal Dollars
100.00%			\$39,131
100.00%			\$58,548
100.00%			\$49,235
100.00%			\$52,334
100.00%			\$52,334
100.00%			\$61,687
100.00%			\$70,000
	100.00%		\$60,424
	100.00%		\$51,132
	100.00%		\$60,835
	100.00%		\$66,913
	100.00%		\$81,000
100.00%			\$53,758
100.00%			\$68,182
100.00%			\$71,009
100.00%			\$59,214
	100.00%		\$63,390
	100.00%		\$70,498
	100.00%		\$77,883
	100.00%		\$74,584
	100.00%		\$71,776
	100.00%		\$60,380
	100.00%		\$71,111
	100.00%		\$73,968
	100.00%		\$71,111
	100.00%		\$73,500
	100.00%		\$65,899
	100.00%		\$77,583
	100.00%		\$76,775

	100.00%		\$88,333
	100.00%		\$87,638
	100.00%		\$87,715
	100.00%		\$46,448
	100.00%		\$59,483
	100.00%		\$54,056
	100.00%		\$56,668
	100.00%		\$56,406
	100.00%		\$53,385
	100.00%		\$61,740
	100.00%		\$57,330
	100.00%		\$63,390
	100.00%		\$73,170
	100.00%		\$58,663
	100.00%		\$49,145
	100.00%		\$60,694
	100.00%		\$60,638
	100.00%		\$64,527
	100.00%		\$56,833
100.00%			\$79,866
100.00%			\$103,928
	100.00%		\$94,125
	100.00%		\$119,462
100.00%			\$110,158
	100.00%		\$48,908
	100.00%		\$54,716
	100.00%		\$66,988
	100.00%		\$73,628
	100.00%		\$69,416
	100.00%		\$53,397
	100.00%		\$53,976
	100.00%		\$68,243
	100.00%		\$92,120
	100.00%		\$90,645
	100.00%		\$82,688
	100.00%		\$96,583
100.00%			\$55,014
100.00%			\$51,276
100.00%			\$59,150
	100.00%		\$72,930
			<b>4,677,672</b>
			<b>1,637,185</b>
			<b>\$ 6,314,857</b>

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<b>its and Wages</b>
Total (State/Other + Federal) Dollars
\$39,131
\$58,548
\$49,235
\$52,334
\$52,334
\$61,687
\$70,000
\$60,424
\$51,132
\$60,835
\$66,913
\$81,000
\$53,758
\$68,182
\$71,009
\$59,214
\$63,390
\$70,498
\$77,883
\$74,584
\$71,776
\$60,380
\$71,111
\$73,968
\$71,111
\$73,500
\$65,899
\$77,583
\$76,775

\$88,333
\$87,638
\$87,715
\$46,448
\$59,483
\$54,056
\$56,668
\$56,406
\$53,385
\$61,740
\$57,330
\$63,390
\$73,170
\$58,663
\$49,145
\$60,694
\$60,638
\$64,527
\$56,833
\$79,866
\$103,928
\$94,125
\$119,462
\$110,158
\$48,908
\$54,716
\$66,988
\$73,628
\$69,416
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\$53,976
\$68,243
\$92,120
\$90,645
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\$72,930
<b>4,677,672</b>
<b>1,637,185</b>
<b>\$ 6,314,857</b>

## DUTY STATEMENT

### Technical Assistance Specialist II – Children and Youth Programs (M. Munyan) *Network for a Healthy California* – Policy, Planning and Partnership Section Public Health Institute

Under the supervision of the Marketing Manager II (Children and Youth), the Technical Assistance Specialist II (TASII) participates in the effective implementation and evaluation of the statewide Youth Engagement Initiative for the *Network for a Healthy California*. Youth engagement sites throughout California work with low-resource, middle and high school youth (ages 12-18) to conduct a youth-led participatory action research (PAR) project. The projects provide youth with the opportunity to engage in leadership, critical thinking, problem solving, service learning, and strategizing skills to address and promote nutrition and/or physical activity issues.

The TASII will provide ongoing technical assistance with tools and methods, data management, data entry, and training to support the Youth Engagement Initiative scope of work template activities with *Network for a Healthy California (Network)* contractors who are primarily local health departments. The TASII will maintain a secure, password-protected Youth Engagement website in adherence with *Network* standards. The TASII will effectively respond to inquiries regarding the Youth Engagement Initiative, while maintaining accurate project data and preparing project-related documents. The TASII will coordinate meetings and trainings, and support evaluation component of the Youth Engagement Initiative. Specifically, the TASII performs the following duties:

- 20% Provides technical assistance to *Network* funded entities such as local health departments, schools, CBO's and youth serving organizations in support of the Network's Youth Engagement Initiative, where priority focus is given to adult allies and youth (ages 12-18). Contributes to the development of tools, resources and materials for the Youth Engagement Initiative. Presents and teaches at in-person trainings as appropriate.
- 25% Develops and maintains a password protected Youth Engagement website to support locally funded projects. Set up accounts for individuals who will have authorized access to the Youth Engagement website. Proofreads and manages content posted to the site, ensuring that all posted materials meet the *Network's* professional standards. Creates and maintains spaces for networking and sharing youth successes via social media as appropriate/allowable.
- 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, and conference scheduling for the Youth Engagement Initiative. Responds appropriately and effectively to general inquiries received via telephone and email; and prepares correspondence, forms, and meeting materials.

25% Provides operational and logistical planning and coordination of bi-monthly calls/webinars with local Youth Engagement projects in order to further promote sharing, networking, learning and planning. Coordinates up to 6 annual in-person multi-day trainings of approximately 40 people.

10% Provides support for the evaluation elements of the Youth Engagement Initiative, in partnership with the Research and Evaluation team and the Health Educator IV. Assists in the development of evaluation and data collection tools; assembles data reports for distribution among relevant stakeholders. Reviews Youth Engagement sites' final reports, presentations and documents in order to annually summarize and synthesize progress of the Youth Engagement work for Network management, CDSS, USDA and other key leaders.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Technical Assistance Specialist II – Research and Evaluation (M. Strutz)**  
***Network for a Healthy California* – Research and Evaluation Section**  
**Public Health Institute**

Under the leadership of the PHI Program Director II for Research and Evaluation, and the Section Chief (State CDPH) of the *Network for a Healthy California (Network)*, the Technical Assistance Specialist II (TASII) helps to ensure the successful implementation of the Research and Evaluation activities within the *Network for a Healthy California's* Research and Evaluation Section (RES). The TASII performs a variety of tasks that improve the evaluation, research, and training projects conducted by the Section. 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; coordinates meetings, and trainings, and applies basic research skills to assist in project implementation. Specific duties include:

- 30% Prepares, reviews, and proofreads a variety of written documents, including correspondence, contracts, reports, manuscripts, briefs, IRB applications, Invitations to Bid, nutrition education materials, and other documents. Prepares updates for Research and Evaluation Section web pages. 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 related to the successful implementation of Research and Evaluation Section projects. Develops and maintains project management tools.
- 20% Checks and enters into Excel data collected from RES research and evaluation projects. Conducts informational searches for preparation of reports, fact sheets, and other written documents.
- 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, and RES Unit projects; responds appropriately and effectively to general public inquiries received via telephone and e-mail; and prepares correspondence, forms, and meeting materials.
- 15% Compiles research citation bibliography, conducting informational searches and entering citation data into EndNote.
- 10% Leads operational and logistical planning and coordination for training and technical assistance meetings, teleconferences, and webinars. Collaborates with RES Unit staff to create training and technical assistance calendars and plans. Coordinates up to 25 annual webinars for training in data collection for the USDA Educational and Administrative Reporting System.

5% Works with RES 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% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Technical Assistance Specialist III – Regional Operations Unit (L. Fuhrman)**  
***Network for a Healthy California- Policy, Planning and Partnership Section***  
**Public Health Institute**

Under the supervision of the PHI Program Director II for Research and Evaluation, and with guidance from the State Section Chief of the Policy, Planning, and Partnership Section with the *Network for a Healthy California*, the Technical Assistance Specialist III (TAS III) participates 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 TAS III works as a member of the Communities of Excellence (CX<sup>3</sup>) 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<sup>3</sup> includes practical, streamlined tools and methods for assessing the neighborhood food environment that may be modified through local change. The TAS III provides primary ongoing technical assistance with tools and methods, (both Geographic Information Services (GIS) and field surveys), training, data management, data entry and analysis reports utilized by all CX<sup>3</sup> contracting health departments to support effective implementation of program planning through community development and linking with *Campaigns* through the Regional Networks. The TAS III provides guidance and assistance to the CX<sup>3</sup> sites in preparing a variety of documents and reports. The TAS III also works with funded projects and external vendors to ensure quality control practices are implemented. In collaboration with other members of the CX<sup>3</sup> Team, the TAS III represents CX<sup>3</sup> at conferences and professional meetings. This position has responsibility for developing, maintaining, and administering CX<sup>3</sup> website on SharePoint and the CX<sup>3</sup> password protected Secure Extranet site and managing all CX<sup>3</sup> LHD webinars. Specific duties include:

- 40% Coordinate CX<sup>3</sup> trainings, materials and presentations. Using advanced skills in GIS, provide Tier 1 GIS mapping training and technical assistance in a computer lab. Provide Tier 2 field training to CX<sup>3</sup> sites on survey instruments. Report on training evaluations from each of the Tier 1 and Tier 2 trainings. Using advanced skills in webinars (WebEx and GoToMeeting), problem solve and assist Local Health Departments (LHD’s) to resolve questions regarding their data and findings by sending a direct link to a webinar meeting and providing one-on-one technical assistance through audio/visual review or Q&A. Maintain regular computer records of technical assistance calls documenting problems and corrective plans and implement additional training as necessary. Provide technical assistance to CX<sup>3</sup> sites with adapting and translating data reports into communication templates and materials. Distribute and assist in the implementation of the developed process and outcome measures gathered. In collaboration with other members of the CX<sup>3</sup> Team, represent CX<sup>3</sup> by participating in conferences and professional meetings. Coordinate development and distribution of state-level CX<sup>3</sup> promotional materials.
  
- 30% Assist in the development of analysis tools, input of data, and quality control using advanced skills in Excel. Create and maintain code books and examples for data entry for Tier 2 survey tools. Assist in the development of evaluation tools, data collection, and

follow-up interviews. Develop and maintain LHD CX<sup>3</sup> project status document through entire five year process scope of work. Develop and maintain data tracking document for Tier 1 worksheets and Tier 2 surveys from each LHD. Create and maintain documentation of complete data process procedures for Tier 1 and Tier 2 data entry. Manage outside vendor and train on data entry protocol; provide vendor oversight and quality control for multiple surveys within multiple neighborhoods. Provide quality control for all data gathered and shared, including: survey methods used; collection of the education, engagement and initiatives that have occurred in the field related to CX<sup>3</sup>; data dissemination (i.e., partnerships, actions, interventions, etc.); usefulness of the tools, materials, technical assistance, and other resources; possible skill building and professional development with experience of CX<sup>3</sup>; general perspectives/attitudes about CX<sup>3</sup> and the process; and next steps and directions for CX<sup>3</sup>.

25% Develop, maintain, and administer CX<sup>3</sup> website on SharePoint. Develop, maintain, and administer CX<sup>3</sup> password protected Secure Extranet site to house and store all LHD data files, communications pieces, and other documents LHD's require. Organize, control, and manage all webinars for CX<sup>3</sup> LHD's. Provide consultation to other Network staff on use of WebEx, GoToMeeting, Teleconference lines, and FTP sites.

5% Other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Associate Accounting Analyst (G. Schroeter)	Position Number 580-310-4588-001
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Fiscal Services	
Section Fiscal and Administrative Operations	
Branch Nutrition Education and Obesity Prevention	
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 of the Staff Services Manager I (SSM I), Chief Fiscal Services Unit, the Associate Accounting Analyst 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)*. The incumbent independently analyzes, forecasts, plans and advises in the area of accounting specific to the *Network* in its Federal Funds, General Funds, and other funding sources, public or private.

**Supervision Received:** Under the direction of the SSM I, Chief, Fiscal Services Unit.

**Supervision Exercised:** None

**Description of Duties:** See Below

**Percent of Time Essential Functions:**

- 25% The incumbent reviews, analyzes, evaluates and monitors the *Network's* \$110 million budget. This includes gathering statistical information, providing critical analysis through written reports, charts and presentations to management. The incumbent analyzes and provides alternatives and/or recommendations to management concerning accounting and budget matters, and confers and guides *Network* management in the preparation and submittal of various budget documents to ensure compliance with proper departmental procedures. The incumbent updates *Network* budgets and analyzes accounting and budget data for any needed follow-up with *Network* contract management staff. The incumbent ensures proper tacking of State Controller's Office (SCO) and other CalSTARS postings to ensure data maintained is accurate and complete. Coordinates and monitors *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.
- 20% 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. 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, SCO, 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*; and analyzes fiscal data.

- 20% The incumbent works independently to prepare and update 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 incumbent 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 CalSTARS reports for discrepancies and errors and makes appropriate corrections.
- 15% The incumbent assists in the preparation of the business section of the annual USDA plan and amendments. The incumbent assists in the resolution of accounting and budget issues that relate to the USDA state plan and amendments. Responds to fiscal questions from USDA and the California Department of Social Services (CDSS) related to the USDA plan. Assists with completion of the financial section of the USDA Education Administrative Reporting System (EARS). The incumbent performs 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. The incumbent reconciles the fiscal records for the multiple funding sources for the program and multiple sister programs allocated USDA funds by the *Network*. Independently coordinates and maintains liaison with Budgets, Accounting, and State Controller's Office (SCO) regarding fiscal issues of new and existing funding within the *Network*.
- 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, and preparing financial statements. 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.
- 5% The incumbent provides consultation in preparation of fiscal analysis for Budget Change Concepts, Budget Change Proposals, Finance Letters, Bill Analysis, and Legislation. 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 <b>Associate Governmental Program Analyst (J. Leal)</b>	Position Number <b>580-310-5393-714</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Compliance Monitoring</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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) is responsible for performing the more responsible, varied, and complex 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 Staff Services Manager I, Chief Contract Operations Unit B.

**Supervision Exercised:** None.

**Description of Duties:** Please see below.

**Percent of Time    Essential Functions:**

- 40%    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 Projects (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county offices 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%    Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates Network 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Contract Compliance Monitoring Unit (CCMU) on compliance reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

- 10% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
  
- 10% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 Associate Governmental Program Analyst (D. Phillips)	Position Number 580-310-5393-725
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Contract Operations Unit	
Section Contract Operations	
Branch Nutrition Education and Obesity Prevention	
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) is responsible for performing the more responsible, varied, and complex 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 direction of the Chief of the Contracts Operations Unit A, Staff Services Manager I.

**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 Projects (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county offices 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%      Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates *Network* 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Contract Compliance Monitoring Unit (CCMU) on compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program

Improvement Plan from the reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

- 15% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
- 15% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 Associate Governmental Program Analyst (D. Thompson)	Position Number 580-310-5393-736
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Contract Compliance Monitoring	
Section Contract Operations	
Branch Nutrition Education and Obesity Prevention	
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) is responsible for performing the more responsible, varied, and complex 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 direction of the Chief of the Contracts Operations Unit B, Staff Services Manager I.

**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 Projects (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county offices 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%      Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates *Network* 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Compliance Monitoring Unit (CCMU) on compliance Reviews of at least three to four

contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

- 15% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
- 15% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 Associate Health Program Advisor (E. Elespuru)	Position Number 580-310-8337-705
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit A	
Section Program Development Section	
Branch Nutrition Education and Obesity Prevention	
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 Health Program Advisor (APHA) is responsible for providing direction on the development of strategies for local projects including 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 the *Network for a Healthy California (Network)* health promotion messages and interventions in existing or expanding community health programs and in the nutrition education and physical activity promotion of other California Department of Public Health programs and partners. This position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

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

**Supervision Exercised:** None

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

**Percent of Time      Essential Functions**

- 30%    Responsible for strategic programmatic and administrative planning to the Unit. Responsible for monitoring contracts including; performing site visits, attend events, analyze contractor progress reports, review educational materials, respond to drills, develop ad hoc reports, and prepare solicitations for new funding opportunities. Researches and evaluates requests from grantees and contractors to determine the best solutions and activities to meet the contractors' Scope of Work (SOW) and subsequently plans trainings, website updates, and guidance needed. Formulates the semi-annual, annual and final progress reports and summarizes the findings for future action.
- 30%    Responsible for planning, developing, and implementing special projects, i.e., the development of Request for Applications, standardized SOW, Program Managers desk manuals, streamlining reports and documentation, developing online documentation system.
- 15%    Serves as a member of a team assessing, monitoring, and evaluating of health promotion/education methods, materials, and work plans used by grantees and contractors. Identifies and develops channel-specific resource materials.

- 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 - CURRENT**

Class Title Associate Governmental Program Analyst (K. Holmes)	Position Number 580-310-5393-726
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Contract Operations Unit	
Section Contract Operations	
Branch Nutrition Education Obesity Prevention	
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) is responsible for performing the more responsible, varied, and complex 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 direction of the Chief, Contracts Operations Unit B, Staff Services Manager I.

**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 Local Projects (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of educations, 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%      Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates *Network* 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Contract Compliance Monitoring Unit (CCMU) on compliance reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program

Improvement Plan from the reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

- 15% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
- 15% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 Associate Governmental Program Analyst (M. Keaney)	Position Number 580-310-5393-733
COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Fiscal Services	
Section Fiscal and Administrative Operations	
Branch Nutrition Education and Obesity Prevention	
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, and fiscal coordination and support to the Nutrition Education and Obesity Prevention Branch (NEOPB).

The AGPA provides general technical, administrative and fiscal support to NEOPB in the areas of budgeting, expenditures, and other fiscal related functions. The position provides day-to-day support and coverage for all of the Public Records Act requests. The position handles sensitive administrative matters.

**Supervision Received:** Under direction of the Staff Services Manager I, Chief Fiscal Services Unit

**Supervision Exercised:** None

### Description of Duties:

#### Percent of Time      Essential Functions

- |     |   |
|-----|---|
| 40% | Works in conjunction with the Fiscal Services Unit staff in preparing and monitoring all aspects of the NEOPB budget. Provides guidance, information and coordination in the development, monitoring and reporting of budgets including budget proposals, grant applications, revenues and reimbursements, facilities and operations costs. Assists with setting priorities and making recommendations to management on funding.      |
| 20% | The incumbent assists in processing, developing and maintaining the fiscal operations of the <i>Network</i> and NEOPB. This includes work related to processing NEOPB and <i>Network</i> invoices, preparing and monitoring budgets, forecasting expenditures, responding to fiscal drills and other activities related to these functions.   |
| 20% | Special Projects - Performs analytical duties on special projects for NEOPB staff. Researches, compiles and prepares briefing papers, presentations, talking points, and other documents from multiple sources on the various programs within the Branch. The incumbent provides consultation in preparation of fiscal analysis for Budget Change Concepts, Budget Change Proposals, Finance Letters, Bill Analysis, and Legislation. |

15% Works 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. In conjunction with other NEOPB staff, 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 <b>Associate Governmental Program Analyst (S. Lee)</b>	Position Number <b>580-310-5393-717</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations Unit</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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) is responsible for performing the more responsible, varied, and complex 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 direction of the Chief of the Contracts Operations Unit, Staff Services Manager I.

**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 Projects (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county offices 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%      Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates *Network* 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Contract Compliance Monitoring Unit (CCMU) compliance reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the reviews. Coordinates and conducts a follow up desk review.

- Prepares resulting desk review report.
- 15% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
- 15% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 <b>Associate Governmental Program Analyst (L. Milami)</b>	Position Number <b>580-310-5393-723</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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) is responsible for performing the more responsible, varied, and complex 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 direction of the Chief, Contract Operations A Unit, Staff Services Manager I.

**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 Local Project (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of educations, 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% | Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates Network 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Contract Compliance Monitoring Unit (CCMU) on compliance reviews of at least three to   |

four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

- 15% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
- 15% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 Associate Governmental Program Analyst (P. Mora)	Position Number 580-310-5393-718
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Administrative Services	
Section Fiscal and Administrative Operations	
Branch Nutrition Education and Obesity Prevention	
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 of the Staff Services Manager I (SSM I), Chief, Administrative Unit, the Associate Governmental Program Analyst (AGPA) is the Training Coordinator for state and internal contract staff in the Nutrition Education and Obesity Prevention Branch (NEOPB). The AGPA will perform a wide variety of complex analytical tasks with the main focus being administrative and training related functions. The AGPA will continually provide consultative services and recommendations to NEOPB upper management relative to training policies, standards, procedures and availability.

**Supervision Received:** Under the general supervision of the SSM I, Chief, Administrative Unit.

**Supervision Exercised:** None

**Description of Duties:** Please see below

**Percent of Time    Essential Functions:**

45%      Acts as the NEOPB Training Coordinator. Organizes and coordinates as appropriate with the NEOPB Training liaison, trainings/conferences/workshops for NEOPB state and internal contract staff. Develops and implements NEOPB's training request procedures. Updates, tracks, monitors and maintains the Department's Public Health Employee Training Tracking System (PHETTS) database for approximately 85 state employees and approximately 70 contract staff. Ensures that all mandatory training courses pertaining to each employee is entered promptly and accurately. Monitors and identifies staff missing or overdue on any departmental mandatory training.

Responsible for uploading and tracking all staff's Departmental training requests into Office of Quality Performance and Assessment (OQPA)'s SharePoint website for all contract vendors. The primary point of contact for all registration, and coordination of all training requests for courses at California Department of Human Resources (CalHR). Tracks training courses completed by NEOPB staff to ensure non-duplication.

Creates and disseminates training reports for Branch, section and unit chiefs on a monthly basis. Provides continuous information regarding available training classes to all NEOPB staff on a monthly basis. Schedules and coordinates with contract and non-contract vendors to secure locations and insures the requirements for group registration are met. Provides delinquent monthly mandatory training reports to contract managerial staff.

**Percent of Time Essential Functions:**

Monitors training expenditures to ensure that the Branch does not exceed the budgeted allowance; creates and distributes monthly report to management. Prepares and monitors the number of service orders per non-contract vendors not to exceed the maximum monetary amount allowable as set forth in the Department’s contract manual. Tracks and monitors the number of Request for Revolving Funds that are prepared yearly for non-contract vendors. Prepares, coordinates and tracks with the Department’s Contract Management Unit all non-competitive bid short-term contracts for training which exceed the maximum monetary amount allowable for service orders.

Develops and prepares the state staff’s training needs through a comprehensive and complex annual training assessment. Consults, recommends, and identifies to NEOPB upper management the results of the annual training assessment.

- 15% Assists NEOPB managers in the logistical planning, scheduling and facilitation of training programs. Provides ongoing consultation to NEOPB managers. Functions as a liaison and provides outreach, communication, and consultation to NEOPB state staff and external vendors relating to training needs.
- 15% Conducts research and updates staff and managers regularly of training opportunities available inside and outside the Department. Researches and keeps abreast of what training is available by periodically checking the OQPA’s Upcoming Training Events webpage and distributing announcements of upcoming training classes to staff. Conducts regular searches of websites for available training courses, such as CalHR, Department of Finance, and Department of General Services, among others.
- 15% Stays abreast of current State and Departmental training procedures and disseminate policy to NEOPB staff. Analyzes, develops, and maintains NEOPB’s policies, procedures, processes, and materials related to training. Ensures all employees know the process to request training and instructs all staff on how to properly use the CDPH Training Request Form (CDPH 2457). Files, scans, tracks, and monitors all branch training requests forms and prepares, tracks, and monitors training budget with the Branch’s budget staff.

**Percent of Time Essential Functions:**

- 5% Attends quarterly Training Coordinator meetings. Attends various Branch and Departmental administrative meetings.
- 5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Associate Governmental Program Analyst (P. Nelson)</b>	Position Number <b>580-310-5393-719</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Contract Compliance Monitoring</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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) 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 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. Incumbent receives general direction from the Contract Compliance Monitoring Unit (CCMU) Unit Chief. Medium travel (up to 25 percent) is required in performing the duties listed below.

**Supervision Received:** Under the direct supervision of the Chief, CCMU, Health Program Manager I.

**Supervision Exercised:** None.

**Description of Duties:** The incumbent performs the following duties:

<b>Percent of Time</b>	<b>Essential Functions</b>
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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 fiscal and administrative 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 <i>Network</i> are met during the on-site reviews.
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25%	The United States Department of Agriculture (USDA) periodically audits the <i>Network</i> to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the <i>Network</i> to ensure program 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 (CALFresh Participants/Eligibles) are
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receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying, analyzing and auditing a range of local agency site fiscal documents to ensure fiscal and administrative compliance; reviewing local agency activities and associated back up documentation. Analyzes 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, reviews varied 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 compliance reports 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 compliance 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 compliance related reports. Based on contract compliance 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 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 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 - CURRENT**

Class Title Associate Governmental Program Analyst (J. Pacheco)	Position Number 580-310-5393-737
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Contract Operations	
Section Contract Operations	
Branch Nutrition Education and Obesity Prevention	
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 A 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, 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, Contract Operations A Unit.

**Supervision Exercised:** None

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

<b>Percent of Time</b>	<b>Essential Functions</b>
------------------------	----------------------------

- |     |   |
|-----|---|
| 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, 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 ( <i>Network</i> ) 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 <i>Network</i> 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.  |

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.

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.

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 <b>Associate Governmental Program Analyst (M. Regalado)</b>	Position Number <b>580-310-5393-722</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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) 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 general direction of the Staff Services Manager, I, Chief, Contract Operations A Unit

**Supervision Exercised:** None.

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

<b>Percent of Time</b>	<b>Essential Functions</b>
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 <i>Network for a Healthy California's (Network)</i> 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 <i>Network</i> 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.

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 Associate Governmental Program Analyst (F. Saefong)	Position Number 580-310-5393-720
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Administrative Services	
Section Fiscal and Administrative Operations	
Branch Nutrition Education and Obesity Prevention	
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 Unit, the Associate Governmental Program Analyst (AGPA) is the Personnel Liaison for all programs within the Nutrition Education and Obesity Prevention Branch (NEOPB) including 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 Unit.

**Supervision Exercised:** n/a

**Description of Duties:** Please see below.

**Percent of Time    Essential Functions:**

- 30% Analyzes and advises *Network* Section Chiefs and 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.
- 30% 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

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 Human Resources Branch 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* and NEOPB 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 personnel liaison desk manual.
- 10% Coordinates and tracks employee building access keycards. Process and tracks building management requests, telephone action requests, and seating and office assignments. Process maintenance requests which include: cubicle and office assignments, lights and temperature related requests, building access and security requests.

**Percent of Time    Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title Associate Governmental Program Analyst (E. White)	Position Number 580-310-5393-721
COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Fiscal Services	
Section Fiscal and Administrative Operations	
Branch Nutrition Education and Obesity Prevention	
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, and fiscal coordination and support to the Nutrition Education and Obesity Prevention Branch (NEOPB). The AGPA provides general technical, administrative and fiscal support to NEOPB in the areas of budgeting, expenditures, and other fiscal related functions.

**Supervision Received:** Under direction of the Staff Services Manager I, Chief Fiscal Services Unit

**Supervision Exercised:** None

### Description of Duties:

#### Percent of Time    Essential Functions

- |     |   |
|-----|---|
| 30% | Works in conjunction with the Fiscal Services Unit staff in preparing and monitoring all aspects of the NEOPB budget. Provides guidance, information and coordination in the development, monitoring and reporting of budgets including budget proposals, grant applications, revenues and reimbursements, facilities and operations costs. Assists with setting priorities and making recommendations to management on funding.      |
| 25% | The incumbent assists in processing, developing and maintaining the fiscal operations of the <i>Network</i> and NEOPB. This includes work related to processing NEOPB and <i>Network</i> invoices, preparing and monitoring budgets, forecasting expenditures, responding to fiscal drills and other activities related to these functions.   |
| 20% | Special Projects - Performs analytical duties on special projects for NEOPB staff. Researches, compiles and prepares briefing papers, presentations, talking points, and other documents from multiple sources on the various programs within the Branch. The incumbent provides consultation in preparation of fiscal analysis for Budget Change Concepts, Budget Change Proposals, Finance Letters, Bill Analysis, and Legislation. |

20% Works 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. In conjunction with other NEOPB staff, 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 <b>Associate Governmental Program Analyst (S. Martin)</b>	Position Number <b>580-310-5393-732</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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) is responsible for performing the more responsible, varied, and complex 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 direction of the Chief, contract Operations A Unit, Staff Services Manager I.

**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 Local Project (NLP) which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of educations, 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%      Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the AGPA will be responsible for the review and approval of fiscal portions of the NLP final progress reports. Audits and evaluates Network 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 a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Coordinates with Contract Compliance Monitoring Unit (CCMU) on compliance reviews of at least three to

four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

- 15% 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 minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including within CDPH and contracting entities.
- 15% Prepares fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Word 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.

**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 NLP 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 <b>Associate Health Program Advisor (J. Fong)</b>	Position Number <b>580-310-8337-707</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Community Development Unit B</b>	
Section <b>Program Development</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Health Program Advisor (APHA) 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 Network for a Healthy California (*Network*) health promotion messages and interventions in existing or expanding community health programs and in the nutrition education and physical activity promotion of other CDPH programs and partners. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

**Supervision Received:** Under the direction 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 <i>Network</i> Local Incentive Awardee (LIA) contractors' to determine the best solutions and activities to meet the contractors' Scope of Work and subsequently plans <i>Network</i> LIA contractor's trainings, website updates, and guidance needed. Formulates the <i>Network's</i> semi-annual, annual and final progress reports and summarizes the findings for future action.
30%	Responsible for planning, developing, and implementing <i>Network</i> 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 <i>Network</i> LIA contractors. Identifies and develops channel-specific resource materials.
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 - CURRENT**

Class Title Associate Health Program Advisor (W. Holmes)	Position Number 580-310-8337-704
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Contract Compliance Monitoring	
Section Contract Operations	
Branch Nutrition Education and Obesity Prevention	
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:** The Associate Health Program Advisor (AHPA) develops and interprets United States Department of Agriculture (USDA) program policy and conducts program evaluations of local agencies. Medium travel (up to 25 percent) is required in performing the duties listed below.

**Supervision Received:** Under the direction of the Health Program Manager I, Chief, Contract Compliance Monitoring Unit (CCMU).

**Supervision Exercised:** N/A

**Description of Duties:** The incumbent performs the following duties:

Percent of Time	Essential Functions
70%	Independently conducts a fiscal and administrative review on random samples of fiscal records in the Grants Information and Fiscal Tracking System (GIFTS); independently prepares for and leads other staff in the Contract Compliance Reviews of local agencies by: reviewing local agencies fiscal and administrative records; reviewing local agency state share activities and analyzing systems to ensure compliance with federal and state regulations; arrange physical review of the local agency sites; conducts the on-site review by observing a range of local agency site operations to monitor compliance; prepares reports of the including programs' strengths and deficiencies; monitors and evaluates agency performance and compliance with state and federal regulations and contract requirements for management. Provides briefings to the <i>Network</i> staff to update/notify them of key findings.
15%	Additionally, the AHPA is responsible to provide the local agency with an entrance and exit conference. Upon completion of the review, the incumbent prepares a compliance report with the results of the on-site review. The <i>Network for a Healthy California (Network)</i> is periodically audited by USDA and is mandated by Federal Law to conduct fiscal and administrative compliance reviews. Performance of these responsibilities in an efficient and competent manner is imperative to insure that the Branch is complying with the Federal mandate and that USDA target audience (CALFresh Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 25 percent of the time.

- 5% Ensures assigned program and contractor managers for each contract are consulted and informed of the compliance site visit reports and key findings made during the reviews. The AHPA uses various computer applications including Grants Information and Fiscal Tracking System (GIFTS) as needed to assist in the identification and tracking fiscal and programmatic records and compliance related reports. Based on compliance site visits, AHPA is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions/recommendations.
  
- 5% Independently reviews and evaluates USDA annual guidance and disseminates to local contractors. 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% Assists with the development of the annual Funding Application and Annual Plan to USDA. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

### DUTY STATEMENT

<b>Class Title:</b> Associate Health Program Advisor (T. McGinnis)	<b>Position Number:</b> 580-310-508-8337-706
<b>Unit:</b> Contract Compliance Monitoring	
<b>Section:</b> Contract Operations	
<b>Branch:</b> Nutrition Education and Obesity Prevention	
<b>Division:</b> 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:** The Associate Health Program Advisor (AHPA) develops and interprets United States Department of Agriculture (USDA) program policy and conducts program evaluations of local agencies. Medium travel (up to 25 percent) is required in performing the duties listed below.

**Supervision Received:** Under the direction of the Health Program Manager I, Chief, Contract Compliance Monitoring Unit (CCMU).

**Supervision Exercised:** N/A

**Description of Duties:** The incumbent performs the following duties:

Percent of Time	Essential Functions
70%	Independently conducts a fiscal and administrative review on random samples of fiscal records in the Grants Information and Fiscal Tracking System (GIFTS); independently prepares for and leads other staff in the Contract Compliance Reviews of local agencies by: reviewing local agencies fiscal and administrative records; reviewing local agency state share activities and analyzing systems to ensure compliance with federal and state regulations; arrange physical review of the local agency sites; conducts the on-site review by observing a range of local agency site operations to monitor compliance; prepares reports of the including programs' strengths and deficiencies; monitors and evaluates agency performance and compliance with state and federal regulations and contract requirements for management. Provides briefings to the <i>Network</i> staff to update/notify them of key findings.
15%	Additionally, the AHPA is responsible to provide the local agency with an entrance and exit conference. Upon completion of the review, the incumbent prepares a compliance report with the results of the on-site review. The <i>Network for a Healthy California (Network)</i> is periodically audited by USDA and is mandated by Federal Law to conduct fiscal and administrative compliance reviews. Performance of these responsibilities in an efficient and competent manner is imperative to insure that the Branch is complying with the Federal mandate and that USDA target audience (CALFresh Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 25 percent of the time.
5%	Ensures assigned program and contractor managers for each contract are consulted and informed of the compliance site visit reports and key findings made during the reviews. The AHPA uses various computer applications including Grants Information and Fiscal Tracking

System (GIFTS) as needed to assist in the identification and tracking fiscal and programmatic records and compliance related reports. Based on compliance site visits, AHPA is responsible for preparing recommendations for management review including background of issues and an analysis of the possible solutions/recommendations.

5% Independently reviews and evaluates USDA annual guidance and disseminates to local contractors. 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% Assists with the development of the annual Funding Application and Annual Plan to USDA. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date
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## DUTY STATEMENT

Class Title <b>Health Education Consultant III (A. Dipirro)</b>	Position Number <b>580-310-8313-003</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Unit

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Section  
**Community and School Policy and Training**

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Branch  
**Nutrition Education and Obesity Prevention**

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Division  
**Chronic Disease and Injury Control**

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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:** While working closely with the Network managers and unit leaders, the Health Education Consultant III (HEC III) advances the mission and objectives of Nutrition Education and Obesity Prevention Programs among low-income California families. The HEC III develops, implements and evaluates a comprehensive plan for sequential trainings on topics that support effective, efficient administration of USDA Federal Supplemental Nutrition Assistance Program, funds to be delivered by state programs, regional and local leaders, and outside experts for the following audiences: state-level staff; funded partners at statewide, regional and local levels; and other partners. Specifically, the HEC III performs the following duties:

**Supervision Received:** Under the general direction of the Health Program Manager II, Community and School Policy and Training Section Chief

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions:**

- 25%      Provides training expertise to coordinate, guide, implement and evaluate ongoing training and professional development of staff within the Nutrition Education and Obesity Prevention Branch, its contractors and partners through an ongoing, posted calendar that includes but is not limited to:
- a. Orientation and ongoing general training
  - b. Professional education on program-specific interventions
  - c. Partner orientation at the *Network* Statewide Collaborative meetings and other suitable venues
- 20%      Provides oversight and manages all aspects of the *Network* Statewide Conference for a diverse, multi-disciplinary audience of up to 1,000 participants, to showcase accomplishments and best practices of funded and volunteer partners, bring forward new concepts and expertise to continually improve the effectiveness of interventions, and provide a platform for the dissemination of new approaches for achieving the *Network's* principal goals.

- 20% Coordinates training on Branch developed and other appropriate materials (i.e., toolbox, manuals, guides, best practices) for dissemination through a wide variety of funded and unfunded intervention channels. Monitors, evaluates and recommends improvements for existing training to reach and engage the participation of more intermediaries and extend the population impact of resources.
- 10% Determines the scope and facilitates the provision of educational and training needs for ongoing staff development and training for program and contract managers. Monitors and evaluates the effectiveness of the trainings offered. Assists managers/supervisors in identifying training programs that fulfill employee development, with a focus on supporting CPL's and the *Network's* mission and objectives.
- 10% Assists with the planning, coordination, promotion and delivery of Biennial Childhood Obesity conference. Assist in RFA development and content selection and approval. Participate on Conference Planning Committee and track work groups as needed.
- 10% Maintains ongoing proficiency and infuses the *Branch* with state of the art training concepts, ideas, and expertise.

**Percent of Time    Marginal Functions**

- 5%        Performs other duties as required.

**Qualifications:**

- Master's in Public Health or related field with five years of relevant experience (will consider a Bachelor's degree with at least five years of relevant experience)
- Knowledge and understanding of wide range of training methods, techniques, and formats.
- Experience with public health practice and social marketing principles at the state and regional levels is highly desired.
- Demonstrated excellence in presentation and facilitation skills.
- Proven ability to evaluate and customize training curricula and methodologies to achieve training success.
- Experience in performing needs assessments and developing training curriculum and documentation.
- Proven training and group facilitation skills and experience.
- Ability to communicate and establish effective working relationships with diverse groups, and interact effectively with co-workers, personnel in partner agencies, and other external stakeholders.
- Excellent oral and written communication skills.
- Strong organizational skills, with ability to meet deadlines, both prescribed and self-imposed.
- Advanced computer skills, including MS Office applications, and ability to stay current with emerging technology.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Health Education Consultant III (N. Guenther) (.50 FTE)	Position Number 581-340-8313-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit B	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health 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 CalFresh 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 supervision of the Chief, Program Development Section, Health Program Manager II and general direction from the Chief, Community Development Unit B, Public Health Nutrition Consultant III (Supervisor).

**Supervision Exercised:** None.

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

Percent of Time	Essential Functions
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20%	Provides health education expertise in the annual review, approval, and monitoring of <i>Network</i> Local Projects and SNAP Ed Scopes of Work regarding local strategies for nutrition education obesity prevention strategies. 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.
20%	Provides leadership for the CDU portion of the annual <i>Network</i> plan, annual reports for community projects/interventions and in developing, implementing, and evaluating new community channels for expansion of the <i>Network</i> local project interventions.

**Percent of Time    Essential Functions**

- 20%    Provide technical assistance to CX<sup>3</sup> sites regarding program planning and assessment of CX3 neighborhoods. Coordinate CX<sup>3</sup> trainings, materials and presentations. Provide field training to CX<sup>3</sup> sites regarding program planning, assessment and interventions. Represent CX<sup>3</sup> by participating in conferences and professional meetings. Liaison with the CX3 team and act as an expert on CX3 for Community Development Unit B.
  
- 5%        Participates in the development, implementation, and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants.

**Percent of Time    Marginal Functions**

- 2.5%    Represents Community Development Unit for the *Network* at state level meetings and conferences such as the *Network* Statewide Collaborative (NSC), NSC Operations Subcommittee, *Network* contractor trainings and California Department of Education SHAPE meetings.
  
- 2.5%    Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Education Consultant III (A. Manthe)</b>	Position Number <b>581-310-8313-901</b>
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COI Classification  
 Yes       No

Unit

Section  
**Community and School Training and Policy Section**

Branch  
**Nutrition Education and Obesity Prevention**

**Chronic Disease and Injury Control**

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Education Consultant III (HEC III) position serves as a member of the California Department of Public Health (CDPH) School Health Connections' (SHC) team, providing leadership and technical expertise on coordinated school health from a public health perspective at the national, state, and local levels. The HEC III is responsible for developing policies, priorities, resources and long-term program direction for coordinated school health, in collaboration with the California Department of Education (CDE). The HEC III is responsible for strengthening continuity and support for all eight components of school health, which include: 1) health education, 2) physical education/activity, 3) nutrition services, 4) health services, 5) counseling, psychological, and social services, 6) staff health promotion, 7) healthy school environment, and 8) family and community involvement.

**Supervision Received:** Under the general direction of the Health Program Manager II, Chief, Community and School Policy and Training Section.

**Supervision Exercised:** N/A

**Description of Duties:** These duties include, but are not limited to the following

**Percent of Time**

40%

**Essential Functions**

Serve as subject area expert in all eight components of school health (identified above), with particular emphasis on nutrition, physical activity, and obesity related issues. Provide programmatic leadership through working with CDPH, CDE, targeted counties, and local leadership institutes; provide policy input and recommendations through bill analyses, briefing papers, and other reports; assist with training to expand coordinated school health at the local and state levels through a variety of venues, particularly with the school health leadership institutes; respond to school health inquiries; write and submit abstracts to professional organizations, and conduct presentations at conferences and meetings; utilize a variety of communication strategies to enhance state and local-level knowledge of coordinated school health; take lead in marketing coordinated school health; and seek additional funding for school health activities.

- 20% Establish, maintain, and expand partnerships through a variety of mechanisms such as advisory groups and task forces, meetings, and other collaborative and statewide organizations; promote cross-agency collaboration particularly between health and education agencies at both the state and local levels; promote inter-agency cooperation between all school health related programs within CDPH.
- 20% Complete funder (Centers for Disease Control and Prevention) semi-annual and annual reports jointly with CDE; develop annual work plan; assist in the invoicing process; complete school health-related drills; and ensure completion of grant-related deliverables.
- 10% Work with CDE and contractors for implementing the evaluation of coordinated school health activities, policies, and systems.
- 5% Oversee ongoing development and maintenance of the SHC website, including researching and providing up-to-date educational and policy materials, and relevant data sources that support planning and implementation of successful coordinated school health efforts.

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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Health Education Consultant III (B. Valdez)	Position Number 580-310-8313-002
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit A	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health 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 supervision of the Chief, Program Development Section, Health Program Manager II and general direction from the Chief, Community Development Unit, Public Health Nutrition Consultant III (Supervisor).

**Supervision Exercised:** None.

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

Percent of Time	Essential Functions
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30%	Provides health education expertise in the annual review, approval, and monitoring of <i>Network</i> Local Incentive Awardees (LIA) state share contributions and SNAP Ed reimbursement 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 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.
30%	Provides leadership for the CDU portion of the annual <i>Network</i> plan, annual reports for community projects/interventions and in developing, implementing, and evaluating new community channels for expansion of the <i>Network</i> social marketing campaign.

**Percent of Time    Essential Functions**

- 20%      Provides 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. Works 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. Maintains comprehensive technical database on nutrition, physical activity promotion, food security, and partnership materials.
- 10%      Participates in the development, implementation, and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants.

**Percent of Time    Marginal Functions**

- 5%      Represents Community Development Unit for the *Network* at state level meetings and conferences such as the *Network* Statewide Collaborative (NSC), NSC Operations Subcommittee, *Network* contractor trainings and California Department of Education SHAPE meetings.
- 5%      Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Education Consultant III (M. Parham-Lee)</b>	Position Number <b>580-310-8313-001</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Regional Operations</b>	
Section <b>Policy, Planning and Partnership</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Education Consultant III (HEC III) provides health education expertise in the planning, implementation, and evaluation of Network for a Healthy California (*Network*) 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, 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 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. The HEC III will assume principle responsibility for education and training related aspects of the *Network*.

**Supervision Received:** Under the direction of the Health Program Manager II, Chief, Policy, Planning and Partnership Section and lead guidance of the HPS 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 in development of the annual Network plan for community projects/interventions and in developing, implementing, and evaluating new community channels for expansion of the *Network* social marketing campaign.

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 and resource information database on PA. This includes planning, implementing, providing 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/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 (RFA), 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/intra Departmental activities and program initiatives.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Health Education Consultant III (M. Woods)	Position Number 580-310-8313-004
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Unit

Section  
Community and School Policy and Training

Branch  
Nutrition Education and Obesity Prevention (NEOP)

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:** While working closely with NEOP Branch managers and unit leaders, the Health Education Consultant III (HEC III) advances the mission and objectives of Nutrition Education and Obesity Prevention Programs among low-income California families. The HEC III develops, implements and evaluates a comprehensive plan for sequential trainings on topics that support effective, efficient administration of USDA Federal Supplemental Nutrition Assistance Program, funds to be delivered by state programs, regional and local leaders, and outside experts for the following audiences: state-level staff; funded partners at statewide, regional and local levels; and other partners. Specifically, the HEC III performs the following duties:

**Supervision Received:** Under the general direction of the Health Program Manager II, Community and School Policy and Training Section Chief

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions:**

- 25%      Provides training expertise to coordinate, guide, implement and evaluate ongoing training and professional development of staff within the Nutrition Education and Obesity Prevention Branch, its contractors and partners through an ongoing, posted calendar that includes but is not limited to:
- a. Orientation and ongoing general training
  - b. Professional education on program-specific interventions
  - c. Partner orientation at the Statewide Collaborative meetings and other suitable venues
- 20%      Supports efforts related to the Statewide SNAP-Ed Local Agency Director's Conference for a diverse, multi-disciplinary audience, to showcase accomplishments and best practices of funded projects, volunteer partners, coordinating and implementing agencies receiving USDA funds (CDPH, UC CalFresh, CDSS, CDFA, and Aging), bring forward new concepts and expertise to continually improve the effectiveness of interventions, and provide a platform for the dissemination of new approaches for achieving the *NEOPB's* principal goals.

- 20% Coordinates training on Branch developed and other appropriate materials (i.e., toolbox, manuals, guides, best practices) for dissemination through a wide variety of funded and unfunded intervention channels. Monitors, evaluates and recommends improvements for existing training to reach and engage the participation of more intermediaries and extend the population impact of resources.
- 10% Determines the scope and facilitates the provision of educational and training needs for ongoing staff development and training for program and contract managers. Monitors and evaluates the effectiveness of the trainings offered. Assists managers/supervisors in identifying training programs that fulfill employee development, with a focus on supporting NEOPB’s mission and objectives.
- 10% Assists with the planning, coordination, promotion and delivery of Biennial Childhood Obesity conference. Assist in RFA development and content selection and approval. Participate on Conference Planning Committee and track work groups as needed.
- 10% Maintains ongoing proficiency and infuses the *Branch* with state of the art training concepts, ideas, and expertise.

**Percent of Time    Marginal Functions**

- 5% Performs other duties as required.

**Qualifications:**

- Master’s in Public Health or related field with five years of relevant experience (will consider a Bachelor’s degree with at least five years of relevant experience)
- Knowledge and understanding of wide range of training methods, techniques, and formats.
- Experience with public health practice and social marketing principles at the state and regional levels is highly desired.
- Demonstrated excellence in presentation and facilitation skills.
- Proven ability to evaluate and customize training curricula and methodologies to achieve training success.
- Experience in performing needs assessments and developing training curriculum and documentation.
- Proven training and group facilitation skills and experience.
- Ability to communicate and establish effective working relationships with diverse groups, and interact effectively with co-workers, personnel in partner agencies, and other external stakeholders.
- Excellent oral and written communication skills.
- Strong organizational skills, with ability to meet deadlines, both prescribed and self-imposed.
- Advanced computer skills, including MS Office applications, and ability to stay current with emerging technology.

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**

Class Title Health Program Auditor IV (C. Finlayson)	Position Number 580-310-4249-905
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section	
Branch Nutrition Education and Obesity Prevention	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Program Auditor IV will act as the fiscal expert; establish a mechanism for providing fiscal monitoring to meet United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program for Education (SNAP-Ed) 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*. Incumbent will establish mechanism to strengthen and standardize internal measures for determining the accuracy and priority prior to payment of all SNAP-Ed 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 guidance of the Staff Services Manager III, Assistant Branch Chief of Administration Nutrition Education and Obesity Prevention Branch (NEOPB).

**Supervision Exercised:** None.

**Description of Duties:** Please see below.

**Percent of Time      Essential Functions:**

35% Acts as the fiscal technical expert for the *Network*. Interprets United States Department of Agriculture (USDA) SNAP-Ed guidance (issued annually) to *Network* and NEOPB senior staff, as well as the Contract Compliance Monitoring Unit (CCMU) 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 SNAP-Ed guidance and advises CCMU 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 CCMU, administrative and program staff to provide uniform information and interpretation regarding new and/or changes in policies, procedures or other SNAP-Ed 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 SNAP-Ed 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 CCMU 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 SNAP-Ed contractors 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 <b>Health Program Manager I (K. Maddox)</b>	Position Number <b>580-310-8427-905</b>
COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Compliance Monitoring</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Program Manager I (HPM I) (Supervisor) plans, organizes, directs, and coordinates the contract monitoring and technical support components of the Contract Compliance Monitoring Unit (CCMU) for the California Department of Public Health (CDPH), Network for a Healthy California (*Network*). The HPM I Supervisor administers and supervises the CCMU, and evaluates all aspects of this unit. The HPM I Supervisor will also be responsible for coordinating with other section units to assure contract compliance objectives are incorporated.

**Supervision Received:** Under general direction from the Staff Services Manager II, Chief, Contract Operations Section.

**Supervision Exercised:** The HPM I Supervisor oversees the work of two Associate Governmental Program Analysts (AGPA), two Associate Health Program Advisors (AHPA), and one Staff Services Analyst.

### Description of Duties:

#### Percent of Time      Essential Functions

50%	The HPM I supervises CCMU staff and activities that include establishing and managing the contract compliance functions. Oversees evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements. Oversees and ensures the United States Department of Agriculture (USDA) guidance is adhered to through CCMU staff conducting contract compliance reviews (site visits) with all local funded contractors. Manages the oversight and coordination of site visits, review fiscal expenditures, and administrative activities. Oversees the establishment of the site review schedule and manages the schedule to ensure all <i>Network</i> local contractors are reviewed in a three-year cycle and establishes priority criteria for determining order of reviewing the local contractors. The HPM I Supervisor provides oversight to the CCMU 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 CCMU 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 CCMU's work with the assigned CCMU reviewers to develop an action plan to follow-up on issues/corrective actions identified during the site visits.
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- 10% Summarizes for management the best practices/resources identified during site visits by the CCMU for utilization and dissemination statewide. Summarizes for management system recommendations, for system enhancements, and challenges encountered during site visits conducted by CCMU. As needed, establishes and addresses standards for meeting guidance and requirements.
- 10% 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, CDSS, 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 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 Contract Compliance Unit and administrative staff to provide uniform information and interpretation regarding new changes in policies, procedures, or other requirements for unit activities.

**Percent of Time    Marginal Functions**

- 10% Participates in senior management meetings, provides input on Contract Operations 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. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

<b>Class Title:</b> Health Program Manager I (J. Richardson)	<b>Position Number:</b> 580-310-8427-004
<b>Branch:</b> Nutrition Education and Obesity Prevention (NEOP) Branch	
<b>Section:</b> Policy, Planning, and Partnerships Section	
<b>Division:</b> Chronic Disease and Injury Control (CDIC)	
<b>Center:</b> Center for Chronic Disease Prevention and Health Promotion	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Program Manager I (HPM I) will provide management oversight, leadership, and strategic direction statewide for (1) coordination of formative research about and further development of new channels in *Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention (CX<sup>3</sup>)* initiative; (2) supervision, development and technical assistance of the large *Rethink Your Drink* initiative; and (3) Section-wide oversight of the *Network* training plan to assure local and regional capacity building for horizontal and vertical integration of social marketing programs and campaigns, linkages with other stakeholders/partnerships, and community mobilization for policy, systems and environmental change (PSE). This is the working supervisor level. Under general direction from the HPM II, incumbent supervises a small technical/professional staff performing journey level work in planning, implementing, and monitoring new and ongoing health programs. With manager oversight, personally performs difficult and sensitive work. Positions at this level are characterized by one of the following criteria:

1. Are responsible for a multi-county area of a complex statewide health program(s), and supervise diverse technical/professional staff. or
2. In a well-defined statewide program, are responsible for both program and staff services support functions; supervise a small group of technical/ professional staff, and serve as a technical consultant. or
3. Are responsible for a statewide component of a complex program supervising a small technical staff.

**Supervision Received:** Health Program Manager II

**Supervision Exercised:** Supervises a team of three to five staff.

### Description of Duties:

#### Percent of Time      Essential Functions

- 3%      In concert with the existing team, manage leadership and oversight of the *Communities of Excellence (CX<sup>3</sup>)* initiative focusing on PSE interventions in low-income neighborhood food environments and coordinate with subject matter experts for the development of new *CX<sup>3</sup>* channels: afterschool, worksite, physical activity, and preschool. Establish technical assistance procedures to support state-level colleagues who oversee Local Health Departments, *Regional Networks*, and other contractors. Identify needs for and budgets of applied research, feasibility testing and pilot projects. Establish multi-level, multi-year training plan and iterative competency assessments. Provide technical assistance to Marketing and Communications staff to generate public interest in *CX<sup>3</sup>* assessment findings and options for community improvement. The HPM I would provide active leadership with team members for the *CX<sup>3</sup>* statewide trainings, linkages with other departments or programs engaged in new channels of *CX<sup>3</sup>*, and the Joint Retail Campaign with the Tobacco Control Program.

- 30% Provide leadership and oversight for the continued statewide development, implementation, evaluation and institutionalization of *Rethink Your Drink (RYD)*. Manage the phased-in rollout and continued development of the campaign in multiple channels for specific population segments and intermediaries; coordinate with sister programs or departments as appropriate, e.g, WIC, CDE, the First Five Commission, local health departments, other local agencies and non-profits, and other stakeholders. Oversee formative research, development of communication and intervention protocols, collateral materials, critical analysis with partners, and assessment/evaluation metrics with the Research and Evaluation Section. Supervise contracts and subcontracts. Lead solicitation and award processes for contracts, as defined.
- 25% Coordinate strategic direction and specific planning for NEOP training efforts delivered by PPPS units, especially the science base relevant to PSE priorities, implementation and evaluation; NEOP campaigns and programs; and organizational partnerships. Serve as PPPS manager liaising with the NEOP Training Advisory and Coordination Team (NTACT) for the annual training plan submitted to the federal government. Within PPPS, provide technical assistance and managerial support to coordinate, plan, budget, justify, implement and evaluate all training delivered by PPPS staff. Identify opportunities for synergies among the four other NEOP Sections with the: *Regional Networks*, Regional Collaboratives, Campaigns and Programs, and partnerships. Monitor activities of the NTACT internal training workgroup, Training Unit logistics, and new external advisory group. Manage coordination with all four sections: Administration, Community Development, Community and School Policy and Training, and Research and Evaluation.
- 10% Represent programs and PPPS at senior manager meetings, cross-unit workgroups, other venues with external stakeholders, and at meetings with the USDA federal funders. Provide technical assistance, management support and critical analysis as needed. Represent the PPPS Section at meetings, trainings, public events and activities.

**Percent of Time Marginal Functions**

- 5% Other duties as assigned.

Employee's signature	Date	Supervisor' signature	Date
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## DUTY STATEMENT

<b>Class Title:</b> Health Program Manager II (C. Kurtz) (40% SNAP-Ed)	<b>Position Number:</b> 580-310-8428-006
<b>Unit:</b>	
<b>Section:</b> Community and School Policy and Training Section	
<b>Branch:</b> Nutrition Education and Obesity Prevention	
<b>Division:</b> 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 HPM II is responsible for carrying out the duties related to programs in the Community and School Policy and Training Section, which is comprised of two units, one incorporating California Project LEAN, the California Obesity Prevention Program and School Health Connections and the other incorporating conference planning and training design and delivery. The HPM II, serving as Section Chief, oversees all activities related to the above programs and is the responsible for advising the Assistant Branch Chief and others on nutrition and obesity policy and practice related to these projects. This position requires knowledge of nutrition, physical activity, obesity prevention, and public health; and requires technical expertise in grant writing, relationship-building with partners, social marketing and media strategies. This individual must have experience in developing and managing grants, overseeing large budgets, supervising staff and sub-contractors, and a thorough knowledge of and facility with operating within state procedures.

**Supervision Received:** Assistant Chief of Programs, Nutrition Education and Obesity Prevention Branch (NEOPB), HPM III,

**Supervision Exercised:** This position currently supervises 8 State positions and oversees 10 contract staff

**Description of Duties:** These duties include, but are not limited to the following:

### Percent of Time

35%

### Essential Functions

Oversees the development, implementation, evaluation, and expansion of the Section's programs, community interventions, policy promotion, marketing and media, training and technical assistance and materials development to ensure their integration with other programs and projects within NEOPB. Supervises staff as they implement grants and expand the nutrition and obesity prevention efforts in collaboration with others across the state. Assures that the development of messages and materials are accurate and appropriate for various target audiences. Provides leadership to expand into new areas as warranted by collaboration with others. Partners with other programs and organizations internal to the Department of Public Health with similar goals, including the *Network for a Healthy California*, Coordinated Chronic Disease Prevention, Safe and Active Communities, Health in all Policies and with external partners such as the Strategic Alliance, California Convergence, The California Endowment, California Center for Public Health Advocacy and others to further promote nutrition and physical activity.

- 33% Oversees the provision of technical assistance and training to contractors and partners on implementing policies and changing environments to support healthy eating and physical activity, including distinctions between allowable activities of various grantors, identifying gaps in coverage in nutrition and obesity prevention efforts and providing leadership to the Childhood Obesity Conference and *the* NEOP Statewide Conference.
- 15% Oversees multiple funding sources, currently including multiple funds from Centers for Disease Control and Prevention and The California Endowment. Monitors annual budgets scopes of work and reporting requirements. Sets program policy, assumes leadership role in proposing and developing legislation or regulations, writes reports, as well as prepares and presents papers at scientific conferences. Provides direction for the day-to-day operations and long-term planning.
- 10% Develops policy briefs, completes bill analyses and provides leadership around nutrition and obesity policy development and implementation.

**Percent of Time      Marginal Functions**

- 5% May represent the State and NEOPB on issues related to nutrition, physical activity, and obesity on various national and state committees, and before interested groups of people.
- 2% Other duties as assigned.

Employee's signature	Date	Supervisor' signature	Date
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**DUTY STATEMENT**

Class Title Health Program Manager II (R. Stephenson) 90% SNAP-Ed	Position Number 580-310-8428-007
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COI Classification  
 Yes       No

Unit

Section  
Program Development

Branch  
Nutrition Education and Obesity Prevention

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, **Job Summary:** 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 directly supervises and oversees the work of three units: Community Development A, Community Development B and Communications Media. Tasks include oversight of contract Scopes of Work, providing technical assistance, reviewing Progress Reports; ensuring local agency contractors comply with implementing their Scopes of Work; and critically analyzing intervention results to improve program operations to best serve the 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.

**Supervision Received:** Under the direction of the HPM III Assistant Branch Chief of Programs in the Nutrition Education and Obesity Prevention Branch.

**Supervision Exercised:** This position directly supervises a multidisciplinary staff including Public Health Nutrition Consultant III Supervisors and Specialists, Health Program Specialists I, Associate Health Program Advisors and Associate Governmental Program Analysts and provides lead direction to a Development Specialist II supervising contract staff and a contract Health Educator IV, overseeing the work of 26 state and contract positions.

**Description of Duties:** See below.

### **Percent of Time Essential Functions**

40% Directs, oversees, and supervises multi-disciplinary staff responsible for Community Development. The units are responsible for planning, implementing and evaluating statewide activities, and provide consultation and technical assistance to 60 local health departments to build the partners' capacity and local subcontractors' implementation of state-of-art interventions combining health eating and physical activity promotion at the community level. This includes review and approval of work 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. Identifies ways to increase impact by improving operational effectiveness.

35% Directs, oversees, and supervises staff responsible for The Network's communications and media campaigns including the multi-million dollar 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.

15% 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.

**Percent of Time Marginal Functions**

5% Acts as Assistant Branch Chief of Programs and/or Branch Chief in his/her absence

5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**

Class Title Health Program Manager II (Vacant) 90% SNAP-Ed	Position Number 580-310-8428-004
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit N/A	
Section Policy, Planning and Partnership	
Branch Nutrition Education and Obesity Prevention	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:**

The Health Program Manager II (HPM II) serves as the Chief, Policy, Planning and Partnership Section of the statewide *Network for a Healthy California (Network)*. The HPM II supervises three units: Fruit, Vegetable and Physical Activity Campaigns; Policy, Partnerships and Planning; and Regional Operations and Training. 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/evaluation of signature social marketing initiatives; messaging and publications; formulation and analysis of legislative concepts, bills and budget proposals; 11 Regional Networks; staff development and training; and the *Network's* specialized social marketing contract services.

The HPM II advises on effectiveness and improvements of the overall \$120M+ efforts for the Supplemental Nutrition Assistance Program-Education (Snap-Ed) and CalFresh 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, including obesity, for an estimated 7 million low-income parents, children. Serves as liaison with other CALFresh Program 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™*, and other national leadership organizations, including State Network Administrators and the Association of State and Territorial Public Health Nutrition Directors. 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 supervises a large, skilled, multidisciplinary team of technical State and contract staff 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.

**Supervision Received:** Under direction of the HPM III, Assistant Branch Chief of Programs within the Nutrition Education and Obesity Prevention Branch

**Supervision Exercised:**

The HPM II directly supervises 2 PHNC IIIs, 1 HEC III, I, and is the lead for one Health Program Specialist II position and 2 contracted senior managers. The HPM II oversees the work of approximately 32 State and on-site contract positions.

**Description of Duties:** See below

**Percent of Time    Essential Functions**

**30% Policy, Partnerships and Planning:** Oversees interdisciplinary team that: develops and maintains public/private partnerships; identifies and provides advanced training in topical areas; staffs and provides partnership infrastructure for 200+-member *Network* Statewide Collaborative Committee, its Executive Committee, Operations Subcommittee and Action Teams; plans three statewide meetings each year; manages a dozen leadership contracts; and liaises with other *Network* units, local education programs, sister programs and agencies; Food and Nutrition Education and Outreach (FANOut) committee; reaches out to secure partners for virtually all *Network* activities. On behalf of CDPH, coordinates relevant bill analyses, legislative concepts and budget change proposals. Oversees the annual preparation, submission and revision of \$100M+ SNAP-Ed and CalFresh state plans, amendments, and annual reports.

**25% Fruit, Vegetable and Physical Activity Campaigns:** Oversees expert multi-disciplinary staff to design, implement and assure that targets are met for multi-channel *Children's Power Play! Campaign*, *Latino Campaign*; and *African-American Campaign*; Retail and Worksite programs, *Harvest of the Month*, and Asian infusion within *Network* interventions. Assures that training, materials and technical assistance are provided to Campaigns and Programs in 11 *Network Regions*, nearly 100 Local Incentive and Non-profit Incentive Awardees, and about 50 grantees; facilitates new collaborations with WIC, other Child Nutrition Programs, and the fruit and vegetable industry.

**25% Regional Operations and Training:** Directs and oversees highly skilled interdisciplinary team that supports 11 *Regional Networks* to deliver fruit and vegetable campaigns and programs, supports the *Network's* local projects, and convene Regional Collaboratives made up of funded and unfunded partners. Assures coordination to Regions by *Network* units, especially for communications and public relations, community development, physical activity, training, and administrative support. Directs and oversees all training activities. Provides leadership for early childhood development, youth empowerment, and new programs in local public health departments such as *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX<sup>3</sup>)* and *ReThink Your Drink*.

**Percent of Time    Marginal Functions**

**20%** 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.

**5%** Other duties as required.

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Employee's signature

Date

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Supervisor's signature

Date

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## DUTY STATEMENT

Class Title <b>Health Program Manager III (M. van Eyken) 60% SNAP-Ed</b>	Position Number <b>580-310-8429-001</b>
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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 of programs and scientific developments in the fields of nutrition, physical activity and obesity prevention, maintain 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 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 Program Development Section, the Policy, Program and Partnership Section and the Community and School Policy and Training Section. NEOPB consists of several complex nutrition education and obesity prevention program is funded by the United States Department of Agriculture's (USDA) Supplemental Nutrition Assistance Program Education (SNAP-Ed) for approximately \$120 million annually. The CalFreh Outreach Program, also a NEOPB USDA funded program is funded at approximately \$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 \$143 million and 130 contracts/grants. The HPM III has managerial responsibility for organizing, directing, planning and implementing program priorities in these Sections and directly supervises three Section Chiefs.

**Supervision Received:** Under administrative direction of the CEA 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 Reauthorization 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 sensitive programmatic issues. Adjusts program policies when relevant 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 initiatives. 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 organizations 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 implement 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 implementation, 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 grievances 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 presentations 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 Health Program Specialist I (S. Bartlett)	Position Number 580-310-8338-010
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit B	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
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.

<b>Percent of Time</b>	<b>Essential Functions</b>
------------------------	----------------------------

- |     |   |
|-----|---|
| 30% | Provides health education expertise in the annual review, approval, and monitoring of <i>Network</i> 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 U.S. Department of Agriculture, California Department of Social Services, California Association of Nutrition and Physical Activity Programs, UC Food Stamp Nutrition 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 Section (RES) for evaluation projects, EARS (Education and Administrative Reporting System); Communications and Media for Nutrition Education Reinforcement Items (NERI); and other units as necessary.

**Percent of Time      Marginal Functions**

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

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 <b>Health Program Specialist I (M. Fast)</b>	Position Number <b>580-310-8338-016</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 HPSI provides management analysis and technical support to the various special projects and programs within the Nutrition Education and Obesity Prevention Branch (NEOPB), necessary to facilitate statewide program operations. The incumbent works independently, with minimal supervision, and closely with the Chief, Administrative Operations Section, Staff Services Manager (SSM) II, in implementing and evaluating the various programs within NEOPB.

**Supervision Received:** Under the general supervision of the Chief, Administrative Operations Section, SSM II.

**Supervision Exercised:** None

**Description of Duties:** See below

**Percent of Time      Essential Functions**

- 35% As a member of the NEOPB team, the HPS I will be involved in all aspects of the continued development and implementation of NEOPB 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 Branch staff .
- 35% Provides management of and has primary responsibility for administration of the annual USDA -required State Plan and Final Reports. This involves working with staff and managers involved i compiling documents for the Annual State Plan including but not limited to budget, fiscal, projects synopses, other required documents *and contractual information for all state level and contractors funded by the Network for a Healthy California (Network)*; coordinating activities with staff to ensure that the Plan and Final Reports are submitted in a timely manner.

- 10% Works closely with the Chief, Administrative Operations Section to ensure there is adequate staff support and coordination in planning, organizing, preparing and monitoring of strategic plans for Branch related state and federally funded programs, including annual updates and reports, funding sources, and detailed recommendations for improving the health for eligible Californians. In coordination with funding agencies, key partners, and external constituents, the HPS I compiles, writes, and produces reports and makes recommendations for necessary program changes or improvements.
  
- 10% Represents Nutrition Education and Obesity Prevention Branch and State-level management at meetings, trainings and conferences. The HPSI acts as the NEOPB representative in state meetings ensuring that the department’s needs are met in the area of nutrition and physical activity intervention and policy and coordinates with the various stakeholders both on the local and state level staff. Ensures timely completion and submission 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 activity.

**Percent of Time    Marginal Functions**

- 5%    Other duties as assigned.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist I (C. Heredia)</b>	Position Number <b>580-310-8338-011</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Communications Program</b>	
Section <b>Program Development</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 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 (HPS I) is responsible for programmatic oversight of the *Network for a Healthy California (Network’s)* media and public relations contract including consultation and monitoring of the contract. 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.

**Supervision Received:** Under supervision of the Health Program Manager II, Chief, Program Development Section and the lead direction of the Health Program Specialist II

**Supervision Exercised:** None

**Description of Duties:** See below.

<b>Percent of Time</b>	<b>Essential Functions</b>
25%	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 <i>Network’s</i> program objectives.
25%	Meets and consults regularly with the 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.
20%	Provides 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. Analyzes cost effectiveness of various media contract deliverables/strategies to guide contract expenditures.

- 15% Works with media and public relations contractor to provide oversight of the *Network's* media campaign to develop and/or review message points, and act as spokesperson. Review media and public relation materials. Liaison and coordinates between media and local spokesperson. Respond to calls and letters from public for information on the media and public relations campaign. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.
  
- 10% Oversees and coordinates 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.
  
- 5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist I (Pamela Delapa)</b>	Position Number 580-310-8338-017
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development Unit B</b>	
Section <b>Program Development Section</b>	
Branch <b>Nutrition Education and Obesity Prevention Branch</b>	
Division	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Under the direction of the Chief, Program Development Section and supervision from Public Health Nutrition Consultant III, Supervisor, this position is responsible for the assistance with the development, oversight, consultation, monitoring, and evaluation of the annual California Supplemental Nutrition Education Program Education (SNAP-Ed) Plan. This position also includes monitoring the programmatic aspects (scopes of work, evaluation models) of up to fifteen contracts. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organizational skills.

**Supervision Received:** Chief, Program Development Section

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time      Essential Functions

- 30%    Provides overall program management of up to fifteen contracts to include contract negotiation, scope of work monitoring, evaluation and consultation to contractors. Consultation activities include monitoring programmatic aspects of contracts by monitoring scope of work activities, analyzing progress reports, conducting site visits, and providing timely assistance.
- 25%    Provides technical assistance to contractors to ensure effective integration of allowable nutrition education and obesity prevention activities, basic and advanced training, development and evaluation of media related activities, and the implementation of community-based strategies to achieve the *Network's* SNAP-Ed objectives.
- 20%    Provides assistance in the development of the annual SNAP-Ed Plan for submission to United States Department of Agriculture (USDA). Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with SNAP-Ed plan and activities in California. Responsibilities include an overall review and assessment of previous annual plans and budgets as part of the basis for the annual plan and budget development process and conferring with the prospective contractor(s) and other stakeholders; and reviewing and negotiating scopes of work and budgets with contractors. Assist with bi-annual Request for Application (RFA) solicitation process to identify new community outreach partners. Compiles annual report to USDA on the successes, challenges of the AIP and identifies best practice models

to share with others..

**Percent of Time    Marginal Functions**

- 10%    Coordinate updates and develop new sections for the Network for a Healthy California Guidelines Manual Program sections.
  
- 10%    Provides staff support to channel-specific advisory committee and special workgroup meetings, as needed. Provides technical assistance and consultation to *Network* staff, as needed.
  
- 5%    Performs other duties, as requested.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Health Program Specialist I (K. Tuttle)	Position Number 580-310-8338-013
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section Policy, Planning and Partnerships	
Branch Nutrition Education and Obesity Prevention	
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 supervision of the Section Chief, a Health Program Manager II ), in the *Network for a Healthy California (Network)*, the Health Program Specialist I (HPSI) performs a variety of complex analytical/health program-related assignments to support cross-cutting operations of the department's largest social marketing program. Specifically, the HPS I provides management analysis and technical support to the Section's three Units to integrate program operations within the Section, as well as with the other 5 Sections in the Nutrition Education and Obesity Prevention Branch (NEOPB) and with other programs and departments that run nutrition programs for low-income families. The six sections in NEOPB are: Policy, Planning and Partnerships; Program Development; Administrative Operations; Information Technology; Research and Evaluation and the Community and School Policy and Training. They support healthy eating, food security, physical activity, and healthy beverages in low-income and low-resource settings. The HPS I works closely with the three Unit Chiefs and the other Unit and Section chiefs in the *Network* to plan, analyze, implement and evaluate *Network* activities.

Duties include:

**Supervision Received:** Under direction of the HPM II, Chief Policy, Planning and Partnerships (PPP) Section

**Supervision Exercised:** None

**Description of Duties:** See below

**Percent of Time      Essential Functions**

20%    Plans and Policies. Coordinates the Section's annual planning activities to produce sections of the large USDA-required state plan; coordinate with other five Sections to integrate activities, timelines and budgets for Section deliverables; and leads the compilation of the federally-required annual report. Provides support in the preparation of policy documents such as Legislative Concepts and Budget Change Proposals. Conducts background research and analysis of relevant policy issues for nutrition, food security, food systems, physical activity, health promotion, and chronic disease prevention to inform the ongoing planning, implementation, and evaluation of *Network* programs. Works with the NEOPB HPS II on emerging issues.

20%    Regional Initiatives. In support of and consultation with the Regional Operations Unit, collaborates on the continued development of elements within the Regional Operations signature initiatives, *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX<sup>3</sup>)*, *ReThink Your Drink*, and Regional Nutrition Education Initiatives. Will conduct literature reviews, other formative research, pilot testing and data analysis, materials development and revision, training, evaluation, and reports. In collaboration with Regional Operations Unit staff, assists in the development of work scopes, overseeing of contractors and consultants, and management of budgets to assure that deliverables are

completed on time, within budget. Assists in/prepares reports and papers for publication by the department and in peer-reviewed journals. Works with local agencies to on planning, training, pilot testing, data analysis, and the development of practical, valid and relevant tools to stimulate positive local change. Provides support and liaises with public relations contractor(s) to support regional initiatives.

15% Social Marketing. In support of the large Fruit, Vegetable and Physical Activity Campaigns and Programs Unit (FVPA), monitors the timely implementation of work and reviews deliverables during the year. Ensures effective coordination and delivery of FVPA activities within the *Network* and with sister departments such as the California Department of Education, the California Department of Food and Agriculture, and the University of California Davis—CalFresh Nutrition Education Program. Prepares for and leads interdepartmental meetings, conducts and supports work of such groups, critically analyzes and continually improves work productivity of the groups. Reviews educational and intervention materials including resource manuals, cookbooks, community toolkits, videos, consumer education materials, and reports prior to submission for department approval. Provides support and liaises with advertising contractor to develop multi-level marketing campaigns for children, youth and ethnic audiences.

15% Stakeholders: In support of the Partnership Unit, facilitates the establishment of overarching strategic objectives for new and ongoing public/private partnerships to achieve the *Network's* objectives for population behavior, organizational community, normative, and policy change. Sets objectives, convenes workgroups, conduct inter-sectoral meetings, develops memoranda of understanding, provides staff support for volunteer leaders, prepares analyses and reports to support committee/workgroup meetings, evaluates progress, and redirect efforts. Liaises with leadership organizations to establish and maintains strong collaborations with intermediary groups that reach important segments and channels among the *Network's* low-income audience.

15% New Program Development, Operations, and Evaluation. Recommends and provides technical support for a wide range of interdisciplinary projects as new opportunities permit. May include the preparation of grant applications, legislative reports, analysis of emerging issues, and completion of department drills. Represents the *Network* in meetings, trainings and conferences. May serve as Acting Chief of the Section. Tracks and 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 to maintain workflow of the Section.

10% Solicitations. Assists the Section Chief, three Unit Chiefs and other Section staff in preparing program specifications for solicitations such as Cooperative Agreements, Requests for Applications, Personal Services Contracts, and Invitations for Bid. Liaises with Administrative Operations, IT and Program Development to serve on work teams that prepare solicitations and select contractors

**Percent of Time    Marginal Functions**

5%    Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Health Program Specialist I (HPS I) (M.Jones)	Position Number 580-310-8338-015
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section Program Development Section	
Branch Nutrition Education and Obesity Prevention	
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 Health Program Manager II, Chief, Program Development Section; the Health Program Specialist I (HPS I) is responsible for developing and maintaining Local Food and Nutrition Education (LFNE) channel infrastructure, including oversight of Request for Application scope of work development and review process and programmatic oversight of up to twenty competitively bid contracts. This includes ongoing communications and coordination of the Local Food and Nutrition Education Action Committee (LFNEAC) to address Network strategic priority of increasing access and consumption of healthy foods, decreasing consumption and access of unhealthy foods and increase access for physical activity. 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 the CalFresh Food Access Unit and *Network* contractors.

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

**Supervision Exercised:** None

**Description of Duties:** See detailed descriptions below.

**Percent of Time Essential Functions**

- 35% Provides program management oversight to channel-specific Network contractors and stakeholder advisory committees. Provides program management oversight for the Local Food and Nutrition Education projects, Local Health Department contractors and competitively-bid innovative projects as assigned. The HPSI will provide resource development leadership and provide consultation and technical assistance to local contractors, innovative projects, and prospective partners in the governmental and non-governmental sectors to ensure effective integration of nutrition education, training, media, and community development strategies to achieve the Network's objectives.

Consultation activities include development of programmatic components of a Request for Applications (RFA) as the basis for providing funding to innovative projects, reviewing applications and negotiating scopes of work and budgets once awarded.

The HPS I will provide direction on the development of strategies for local planning and implementation focusing on community collaboration and coalition development and support as part of a multi-disciplinary community development and administrative support team. This position requires handling of complex tasks and simultaneously, strong written and communication skills.

Monitoring activities include providing contractors technical assistance on obesity prevention and 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 and the Network’s strategic priorities. This involves participating on workgroups and committees organized by other agencies such as the U.S. Department of Agriculture, California Department of Social Services, California Association of Nutrition and Physical Activity Programs, UC CalFresh Nutrition Education Program, and nutrition education advocacy organizations.
- 15% 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 Network-branded template materials to ensure messaging, Administrative Operations Unit for contract development and other units as necessary.
- 10% Provides leadership in the development of USDA Plan, grant proposals and other forms of funding from private and public sources and other resource development activities related to obesity prevention, nutrition education and physical activity promotion. Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with nutrition education and physical activity promotion among CalFresh eligible families.

**Percent of Time Marginal Functions**

- 5% Represents CalFresh Access Improvement Unit for the *Network* at state level meetings and conferences such as the *Network* Joint Steering Committee, *Network* Statewide Collaborative Operations Subcommittee, internal Local Food and Nutrition Education Team Meetings, and Local Food and Nutrition Education Action Committee (LFNEAC) stakeholders meetings and other meetings as required.
- 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 <b>Health Program Specialist II (Ana Bolanos)</b>	Position Number <b>580-310-8336-009</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Communications Program</b>	
Section <b>Program Development</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 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 the supervision of the HPM III, Assistant Chief of Programs in the Nutrition Education and Obesity Prevention Branch and the lead 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 Program 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 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 and script executions, media placement (television, radio and print). Meets regularly with media contractors regarding public 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* Research and Evaluation Section to develop an evaluation plan. Assists the Research and Evaluation Section 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.

**Percent of Time Marginal Functions**

- 10% Media Relations and Public Contact: Within OPA guidelines, acts as spokesperson for media inquires, 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.
- 5% Other duties as assigned.

Employee's signature	Date
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Supervisor's signature

Date

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**DUTY STATEMENT**

Class Title Health Program Specialist II (N. Martinez)	Position Number 580-310-8336-007
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit B	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
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 III, Assistant Branch Chief of Programs, Nutrition Education and Obesity Prevention Branch (NEOBP) and working closely with the Health Program Manager (HPM II), Chief Community and School Policy and Training Section, the Bilingual 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 as a highly skilled and bilingual consultant in the areas of strategic planning, program development and policy analysis for the Branch-wide nutrition and physical programs which includes California Project LEAN (CPL), School Health Connections, and California Obesity Prevention Program (COPP).

The HPS II is responsible for applying comprehensive public health knowledge and methodology in the strategic planning, program development and implementation, evaluation, assessment and monitoring of the local contractors implementing nutrition, physical activity, and obesity prevention interventions. The HPS II provides technical consultant expertise in policy and environmental change strategies for obesity prevention, nutrition and physical activity, strategic planning, evaluation and assessment, health disparities, and language and cultural competency for Latino populations. The HPS II coordinates program activities with internal and external partners including the USDA Funded *Network for a Healthy California (Network)*, the California Department of Education, the University of California San Francisco, the University of California Berkeley and the Public Health Institute. The HPS II assists with grant writing and prepares and analyzes budgets and fiscal reports pertaining to grants and program activities. The HPS II represents the CDPH with various groups including the California Office of Bi-National Border Health, the University of California's Health Initiative of the Americas, and the Latino Coalition for a Healthy California; and responds to Spanish-language media inquiries.

**Supervision Received:** Health Program Manager III, Assistant Branch Chief of Programs, NEOBP

**Supervision Exercised:** None.

**Description of Duties:** These duties include, but are not limited to the following:

**Percent of Time      Essential Functions**

35%      Acts as a liaison with State and local leaders to conduct programs in communities throughout California for Project LEAN activities related to physical activity and nutrition. Provides comprehensive consultation expertise on all Spanish-language obesity and school health materials messages and intervention programs. Performs critical nutrition, physical activity and obesity prevention policy development and assessment analysis; develops recommendations for policy direction and procedural implementation and changes. Provides oversight consultation on the

development, preparation and implementation of a wide variety of budgets and fiscal reports, legislative concepts and proposals, grant proposals, bill analyses and responses to policy-critical correspondence. 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 lifestyle with emphasis on obesity prevention, intervention, school nutrition and physical education and activities. Prepares a wide variety of reports and other correspondence such as memorandums, letters, as it relates to the Project LEAN Program and Branch. Monitors ongoing activities of the Project LEAN Program serves as a high-level point of contact for stakeholders including advocacy groups, clients, legislative staff, local programs, other state and federal agencies and contracting plans. Responds to and addresses stakeholder issues/problems related to ongoing operations of the Project LEAN projects. Reviews and analyses stakeholders input/feedback in the development of new, or modification of existing, policy as it relates to the Project LEAN Program. Provides management with regular status updates.

20% Manages state, regional and local Project LEAN projects and contracts, with primary consultation responsibilities focused on nutrition, obesity prevention, school nutrition and physical activity projects with other state departments and statewide organizations and in partnership with Latino organizations and local communities which exhibit a high volume of health disparities in the areas of obesity, lack of nutrition and physical activity. Provides consulting expertise with a focus on the development of work plans, monitoring contracts, program oversight, reviews and assessments, educational materials and broadcast media geared toward the Latino population. This involves assessing overall needs and identifying strategic opportunity; compiling, reviewing and negotiating project work plans and subcontracts; developing project proposal guidelines and grant award criteria, monitoring contract performance and evaluating results.

15% Provides expert consultation in partnership with the California Department of Education, University of California San Francisco, University of California Berkeley and the Public Health Institute, in the development, implementation, oversight and assessment of training materials and modules utilized in the promotion of nutrition, obesity prevention, intervention and physical education and activity within the California school system. Responsible for providing training and technical assistance to local contractors on implementing policy and environmental change strategies impacting school nutrition and physical education and activity. Sole responsible for the review of all Spanish language materials developed by local contractors. Conducts training in Spanish as needed.

15% Provides training and technical assistance to California Project LEAN, the School Health Connections, and COPP on policy and environmental change strategies, strategic planning, evaluation, health disparities, language and cultural competency. Assures that necessary training activities are planned and conducted to support the California Project LEAN Program. Develops educational materials, policy recommendations, and fact sheets.

10% Represents the California Department of Public Health (CDPH) on statewide and national Committees. Responds to Spanish-language media inquiries.

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

Employee's signature

Date

Supervisor's signature

Date

**DUTY STATEMENT**

Class Title <b>Health Program Specialist II (C. Okerberg)</b>	Position Number <b>580-310-8336-006</b>
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COI Classification  
 Yes       No

Unit

Section

Branch  
**Nutrition Education and Obesity Prevention**

Division  
**Chronic Disease and Injury Control**

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Program Specialist II (HPS II) is responsible for providing technical expertise within the California Department of Public Health (CDPH), Nutrition Education and Obesity Prevention Branch, for program planning, assessment and management support in all areas of nutrition education and physical activity. The HPS II also provides technical assistance and support to the Network for a Healthy California (*Network*) 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 USDA and state and local organizations regarding nutrition/physical activity/food access – related issues; and provides program expertise to Branch staff.

**Supervision Received:** This position works under the direction of the CEA I, Chief, Nutrition Education and Obesity Prevention Branch.

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

45%      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 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.

25%      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 operation of *Network* SNAP-Ed program and partnership development infrastructure.

- 10% Performs staff support and coordination in planning, organizing, and preparing the annual state plan for SNAP-Education in California, including annual updates and reports, funding sources, and detailed recommendations for improving the health of low-income SNAP-Education-eligible Californians, including recommendations for both state and local programmatic revision and actions. In coordination with USDA with USDA, the California Department of Social Services (CDSS), *Network* Unit Leads and External constituents, compiles, writes and produces and 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 SNAP-Education 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, 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-Education programs and interventions. Develops, maintains, facilitates, and assesses program relationships with partners and potential partners in the public, non-profit, and private sectors, including agriculture, for long-term participation and collaboration and to assure their continued knowledge and support of SNAP-Education activities.

**Percent of Time: Marginal Functions**

- 10% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist II (C. Walter)</b>	Position Number <b>580-310-8336-008</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit  	
Section <b>Community and School Policy and Training</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 HPM III, Assistant Branch Chief of Programs, Nutrition Education and Obesity Prevention Branch (NEOPB) and working closely with Community and School Policy and Training Section Chief, Health Program Manager (HPM II), the Health Program Specialist II (HPS II) is responsible for providing technical expertise within the California Department of Public Health (CDPH) for high level policy work addressing obesity prevention specific to the nutrition and physical activity programs which includes CDC funded projects and initiatives such as Prevention First, California Obesity Prevention Program, Preventive Health and Health Services Block Grant program, and Sodium Reduction in Communities. In addition, the HPS II may contribute to the development and implementation of portions of the state's USDA SNAP-Ed plan.

The HPS II is responsible for applying comprehensive public health knowledge and methodology in the strategic planning, program development and implementation, evaluation, assessment and monitoring of all the programs implementing nutrition, physical activity, and obesity prevention interventions. The HPS II provides technical consultant expertise in policy and environmental change strategies for obesity prevention, nutrition and physical activity, strategic planning, evaluation and assessment. The HPS II acts as a resource for federal, state and local level policies impacting obesity prevention. The HPS II assists with grant writing, analyzes bills, and prepares and analyzes budgets and fiscal reports pertaining to grants and program activities. The incumbent will provide technical expertise related to nutrition, physical activity, obesity prevention, and public health to a wide range of partners, including other state agencies, local health departments, and voluntary organizations. The HPS II has lead responsibility over the assignments and activities of CSPT's Public Health Nutrition Consultant III (Specialist) (PHNC III).

**Supervision Received:** Health Program Manager III, Assistant Branch Chief of Programs, Nutrition Education and Obesity Prevention Branch and guidance from the HPM II, Chief Community and School Policy and Training Section.

**Supervision Exercised:** None

**Description of Duties:** Please see below

<b>Percent of Time</b>	<b>Essential Functions</b>
35%	Acts as an expert on policy impacting obesity prevention efforts for all the Nutrition and Physical Activity programs in the Branch. This includes providing technical assistance on Federal, State and local level policy development and assessment analysis addressing obesity prevention; develops recommendations for policy direction and procedural implementation and changes.

Provides oversight consultation on the development, preparation and implementation of a wide variety of budgets and fiscal reports, legislative concepts and proposals, grant proposals, bill analyses and responses to policy-critical correspondence. Prepares a wide variety of reports and other correspondence such as memorandums, letters, as it relates to the NEOP Branch. Monitors ongoing activities of CSPT and serves as a high-level point of contact for stakeholders including advocacy groups, clients, legislative staff, local programs, other state and federal agencies, and contracting plans. Responds to and addresses stakeholder issues/problems related to ongoing operations of the CSPT projects. Reviews and analyzes stakeholders input/feedback in the development of new, or modification of existing, policy as it relates to the CSPT. Provides management with regular status updates.

20% Manages state, regional and CSPT/NEOPB projects and contracts, with primary consultation responsibilities focused on nutrition, obesity prevention, school nutrition and physical activity projects with other state departments and statewide organizations and in partnership with local communities which exhibit a high volume of health disparities in the areas of obesity, lack of nutrition and physical activity. Provides consulting expertise with a focus on the development of work plans, monitoring contracts, program oversight, reviews and assessments, educational materials and broadcast media geared toward the underserved populations. This involves assessing overall needs and identifying strategic opportunity; compiling, reviewing and negotiating project work plans and subcontracts; developing project proposal guidelines and grant award criteria, monitoring contract performance and evaluating results. Serves in a lead capacity over one professional staff, which consists of a PHNC III Specialist.

15% Provides expert consultation in partnership with the California Department of Education, University of California San Francisco, University of California Berkeley and the Public Health Institute in the development, implementation, oversight and assessment of policy materials utilized in the implementation of nutrition, obesity prevention, physical education and activity within the California school system and communities. Responsible for providing training and technical assistance to local contractors on implementing policy and environmental change strategies impacting school and community nutrition and physical education and activity.

15% Provides training and technical assistance to funded projects and NEOPB staff on policy and environmental change strategies, strategic planning, and evaluation. Assures that necessary training activities are planned and conducted to support CSPT/NEOPB and CDC funded programs. Develops educational materials, policy recommendations, and fact sheets.

10% Represents California Department of Public Health (CDPH) on statewide and national committees. Responds to media inquiries.

**Percent of Time**

**Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Management Services Technician (M. Jeffery) (.7 FTE)</b>	Position Number <b>580-310-5278-704</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Fiscal Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 supervision of the Staff Services Manager I (SSM I), Chief, Fiscal Services Unit (FSU) , the Management Services Technician (MST) provides support to all members of the Unit in order to complete a full range of accounting activities for the Nutrition Education and Obesity Prevention Branch (NEOPB) and its various programs. Knowledge of the CALSTARS system and reports including CORE are highly desirable to successfully perform in this position. The MST will perform support activities and tasks related to the analytical accounting work in the establishment and maintenance of the accounts payable and accounts receivable functions for NEOPB and will assist the Associate Accounting Analyst (AAA) in a variety of other budget and accounting related duties that support NEOPB activities.

**Supervision Received:** Under the supervision of the SSM I, Chief, Fiscal Services Unit

**Supervision Exercised:** None.

**Description of Duties:****Percent of Time Essential Functions:**

30% Assists FSU staff with review and scheduling of contract invoices for payment against encumbrances in CALSTARS and contract authority in approved contracts; review of claim schedules face sheets and remittance advices for accuracy; packaging of schedules for submission to CDPH Accounting and the State Controller's Office (SCO).

25% Provide general assistance to AAA including but not limited to running CORE reports monthly and/or as needed; routing documents for signature, copying and packaging reimbursement invoices for submission to Department of Social Services (DSS); filing reimbursement invoices and backup reports. Provides data entry assistance for reconciliations.

20% Assists in the development and maintenance of tracking systems and databases for NEOPB that are utilized to track necessary contract, invoice, and other fiscal information. Assists with input into these databases, enters data and generates fiscal and management reports for contract managers, senior management, and other NEOPB staff.

15% Maintains up-to-date tracking log for all SCO schedules posted by Staff Services Analyst and routinely follows-up on all schedules until paid by SCO; sets up contract folders for new contracts and routinely purges any closed contracts in FSU and NEOPB's administrative accounting office; secures and maintains required number of contracts and encumbering documents necessary to accompany invoices as required by SCO.

10% Assists in the review of monthly contract balances to determine appropriateness of liquidations for ending contracts. Works with program staff and contract managers to prepare a variety of documents including but not limited to encumbering memos. Responds in a professional and timely manner to all NEOPB staff making accounting related inquiries.

**Percent of Time Marginal Functions**

5% Attends meetings, training and other duties as needed.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Management Services Technician (K. Druse)</b>	Position Number <b>580-310-5278-703</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Administrative Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Services Unit, the Management Services Technician (MST) acts as the Nutrition Education and Obesity Prevention Branch (NEOPB) Attendance Coordinator, responsible for providing technical and administrative assistance to all NEOPB State staff on human resources issues and systems. The MST acts as the NEOPB Records Coordinator, maintaining the Record Retention Schedule and archiving and purging state documents. The MST is also responsible for providing assistance to NEOPB analysts in maintaining and updating databases used within the Branch and acts as. back-up to the NEOPB Personnel Liaison, and Purchasing Analyst.

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

**Supervision Exercised:** None

**Description of Duties:** Please See Below

<b>Percent of Time</b>	<b>Essential Functions</b>
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20%	Acts as the NEOPB Attendance Coordinator. Reviews, processes, and monitors personnel attendance records. Researches, prepares, and appropriately applies attendance policies across NEOPB. Enters data and provides technical support in HRIS and TLRs. Assists with the coordination of confidential issues, such as health benefits, employee salaries, attendance and appointment dates. Informs staff of upcoming anniversary dates, attendance deadlines, other confidential matters, and prepares appropriate documentation for processing by the Department's Human Resources (HR) office. Provides ergonomic evaluations to NEOPB state staff.
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20%	Works with NEOPB analysts to maintain and update databases that are used for accounting, budgeting, invoicing, personnel, and other administrative data. Assists with input to these databases and contractor lists. Formats and edits, manuals, applications, and reports including the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate support material and background information. Develops, implements, and maintains the automated database and other systems for NEOPB mailing lists, email distribution lists within Access and GIFTS databases.
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- 15% Coordinates and researches detailed administrative related issues and drills and provides factual information to inquiries using a high degree of professionalism. This includes using a high degree of initiative to research, and/or use knowledge of program policies & procedures, in responding, tracking and documenting for completeness of each occurrence
  
  - 15% Assists the NEOPB Personnel Liaison with preparation and monitoring of personnel documentation for the recruitment of new hires, lateral transfers, promotions, reclassifications, etc. This includes the preparation and development of duty statements, organization charts, freeze exemption requests, and other miscellaneous documentation and/or required HR reports. Researches and makes recommendations on the make-up of hiring interview panels, prepares and secures approval of hiring interview questions, and interfaces with HR staff on related issues. Backs up the Personnel Liaison in their absence.
  
  - 15% Acts as the NEOPB Records Retention Coordinator. Serves as liaison with Records Management Unit to ensure compliance with rules, regulations, standards, and procedures as outlined in the State Records Management Act. Develops and manages the Network’s records retention schedule. Conducts annual review of the Network’s files and purges, retains, and archives files as necessary. Coordinates and completes the records retention drill. Prepares forms and material necessary for the transfer of legal documentation to the State Records Center and/or destruction.
  
  - 10% Backs up the Purchasing Analyst, preparing and processing purchase orders, service orders, and revolving fund requests. With direction, processes vendor invoices, verifies services and amounts owed, codes invoices, and forwards invoice to Accountant.
- Percent of Time Marginal Functions**
- 5% Other duties as required

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**

<b>Class Title:</b> Office Assistant (General) (P. Wilson)	<b>Position Number:</b> 580-310-1441-001
<b>Unit:</b> Administrative Services	
<b>Section:</b> Fiscal and Administrative Operations	
<b>Branch:</b> Nutrition Education and Obesity Prevention Branch	
<b>Division:</b> Chronic Disease & 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 direct supervision of the Staff Services Manager (SSM) I, Chief Administrative Services Unit, the Office Assistant (OA) is responsible for performing a wide variety of the less complex clerical and technical tasks. In addition, the OA will provide support to a multi-disciplinary team in performing a wide variety of administrative functions in the Nutrition Education and Obesity Prevention Branch (NEOPB) including the *Network for a Healthy California* and the Community and School Policy and Training Section. The NEOPB is designed to promote healthy eating and physical activity at the local level. Accordingly, the OA 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 OA must possess outstanding interpersonal and communication skills in order to fulfill the needs of NEOPB as a whole. 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 direct supervision of the, SSM I, Chief Administrative Services Unit

**Supervision Exercised:** None

**Description of Duties:** See below

<b>Percent of Time</b>	<b>Essential Functions</b>
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30%	Under close supervision and direction, the OA reviews incoming correspondence and assignments addressed to NEOPB staff to determine the appropriate referrals for reply. Arranges correspondence and assignments for NEOPB in order of priority. The OA will be responsible for reviewing, analyzing, formatting, and ensuring correspondence prepared by NEOPB staff for signature is in line with administrative policy and the ABC Secretaries Handbook. The OA will compose, type, proofread, edit and format letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts and the packaging and tracking of controlled correspondence for signature. 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, budget change concepts, budget change proposals utilizing Microsoft Office. The OA will follow established guidelines for the California Department of Public Health in generating assigned documents. On an on-going basis, assists NEOPB staff in retrieving selected notes/files as needed, in order to prioritize and track assignments. Follows up with NEOPB staff to assure completion by due date and provides assignment status. Tracks and maintains NEOPB assignments assigned to NEOPB staff. Creates, maintains and updates electronic spreadsheets or databases for NEOPB staff, and generates special reports and lists from the databases upon request.
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30%	Under close supervision and direction provides clerical support to all of NEOPB. 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
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state policy and procedures. Creates and maintains databases, spreadsheets, charts, tables and graphs with current information as needed by NEOPB staff. Exercises a high degree of initiative and independent judgment on less 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 NEOPB staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture policies and procedures. The OA will be responsible for making multiple copies of documents, packets, etc when requested.

20% The OA will set up meetings and send out meeting notices for NEOPB staff. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Schedules and coordinates travel arrangements for NEOPB staff. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists NEOPB staff by scheduling travel arrangements and working with travel agencies regarding flight times, locations and car reservations in accordance with Department of Personnel Administration policies. Prepares, edits and proofreads in-state travel expense claims for NEOPB staff, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the NEOPB "G" drive. Schedules meetings for large conference rooms for NEOPB staff by utilizing the calendar system on outlook. The OA 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. Provides desk and telephone back-up for other NEOPB support staff. Develops, maintains and applies a high degree of knowledge of the policies and procedures for NEOPB, Public Health Institute (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

**Percent of Time**

**Marginal Functions**

5% Provides telephone back-up for other CDPH support staff.

5% Performs other duties as required.

Employee's signature	Date	Supervisor' signature	Date
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**DUTY STATEMENT - PROPOSED**

<b>Class Title:</b> Office Technician (Typing) (D. Sanderson)	<b>Position Number:</b> 580-310-1139-003
<b>Unit:</b> Administrative Services	
<b>Section:</b> Fiscal and Administrative Operations	
<b>Branch:</b> Nutrition Education and Obesity Prevention Branch	
<b>Division:</b> 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 (SSM) I, Chief Administrative Services Unit, the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions in the Nutrition Education and Obesity Prevention Branch (NEOPB) including the *Network for a Healthy California* and the Community and School Policy and Training Section. The NEOPB 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 communication skills in order to fulfill the needs of NEOPB as a whole. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Access, Adobe Acrobat, 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 SSM I, Chief Administrative Services Unit.

**Supervision Exercised:** None

**Description of Duties:** See below

<b>Percent of Time</b>	<b>Essential Functions</b>
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30%

Reviews incoming correspondence and assignments addressed to NEOPB staff to determine the appropriate referrals for reply. Arranges correspondence and assignments for NEOPB in order of priority. The OT will be responsible for reviewing, analyzing, formatting, and ensuring correspondence prepared by NEOPB staff for signature is in line 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 signature. 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, budget 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 NEOPB staff in retrieving selected notes/files as needed, in order to prioritize and track assignments. Follows up with NEOPB staff to assure completion by due date and provides assignment status. Tracks and maintains NEOPB assignments assigned to

NEOPB staff. Creates, maintains and updates electronic spreadsheets or databases for NEOPB staff, and generates special reports and lists from the databases upon request.

30% Provides clerical support to all of NEOPB. 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 NEOPB staff. 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 NEOPB staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture policies and procedures. The OT will be responsible for making multiple copies of documents, packets, etc when requested.

20% The OT will set up meetings and send out meeting notices for NEOPB staff. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Schedules and coordinates travel arrangements for NEOPB staff. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists NEOPB staff by scheduling travel arrangements and working with travel agencies regarding flight times, locations and car reservations in accordance with Department of Personnel Administration policies. Prepares, edits and proofreads in-state travel expense claims for NEOPB staff, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the NEOPB “G” drive. Schedules meetings for large conference rooms for NEOPB staff by utilizing the calendar system on outlook. 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. 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* and NEOPB, Public Health Institute (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

**Percent of Time      Marginal Functions**

5% Provides desk and telephone back-up for *Network*, NEOPB and other CDPH support staff.

5% Performs other duties as required.

Employee’s signature	Date	Supervisor’ signature	Date
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**DUTY STATEMENT - CURRENT**

<b>Class Title:</b> Office Technician (Typing) (B. Nguyen)	<b>Position Number:</b> 580-310-1139-004
<b>Unit:</b> Administrative Services	
<b>Section:</b> Fiscal and Administrative Operations	
<b>Branch:</b> Nutrition Education and Obesity Prevention	
<b>Division:</b> 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 (SSM) I, Chief Administrative Services Unit, the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions in the Nutrition Education and Obesity Prevention Branch (NEOPB) including the *Network for a Healthy California* and the Community and School Policy and Training Section. The NEOPB 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 communication skills in order to fulfill the needs of NEOPB as a whole. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Access, Adobe Acrobat, 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 SSM I, Chief Administrative Services Unit

**Supervision Exercised:** None

**Description of Duties:** See below

<b>Percent of Time</b>	<b>Essential Functions</b>
30%	Reviews incoming correspondence and assignments addressed to NEOPB staff to determine the appropriate referrals for reply. Arranges correspondence and assignments for NEOPB in order of priority. The OT will be responsible for reviewing, analyzing, formatting, and ensuring correspondence prepared by NEOPB staff for signature is in line 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 signature. 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, budget 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 NEOPB staff in retrieving selected notes/files as needed, in order to prioritize and track assignments. Follows up with NEOPB staff to assure completion by due date and provides assignment status. Tracks and maintains NEOPB assignments assigned to

NEOPB staff. Creates, maintains and updates electronic spreadsheets or databases for NEOPB staff, and generates special reports and lists from the databases upon request.

30% Provides clerical support to all of NEOPB. 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 NEOPB staff. 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 NEOPB staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture policies and procedures. The OT will be responsible for making multiple copies of documents, packets, etc when requested.

20% The OT will set up meetings and send out meeting notices for NEOPB staff. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Schedules and coordinates travel arrangements for NEOPB staff. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists NEOPB staff by scheduling travel arrangements and working with travel agencies regarding flight times, locations and car reservations in accordance with Department of Personnel Administration policies. Prepares, edits and proofreads in-state travel expense claims for NEOPB staff, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the NEOPB "G" drive. Schedules meetings for large conference rooms for NEOPB staff by utilizing the calendar system on outlook. 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. 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*, NEOPB, Public Health Institute (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

**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' signature	Date
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**DUTY STATEMENT**

<b>Class Title:</b> Office Technician (Typing) (Vacant)	<b>Position Number:</b> 580-310-1139-xxx
<b>Unit:</b> Administrative Services	
<b>Section:</b> Administrative Operations	
<b>Branch:</b> Nutrition Education and Obesity Prevention Branch	
<b>Division:</b> 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 (SSM) I Chief Administrative Services Unit, the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions in the Nutrition Education and Obesity Prevention Branch (NEOPB) including the *Network for a Healthy California* and the Community and School Policy and Training Section. The NEOPB 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 communication skills in order to fulfill the needs of NEOPB as a whole. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Access, Adobe Acrobat, 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 SSM I, Chief Administrative Services Unit.

**Supervision Exercised:** None

**Description of Duties:** See below

<b>Percent of Time</b>	<b>Essential Functions</b>
30%	Reviews incoming correspondence and assignments addressed to NEOPB staff to determine the appropriate referrals for reply. Arranges correspondence and assignments for NEOPB in order of priority. The OT will be responsible for reviewing, analyzing, formatting, and ensuring correspondence prepared by NEOPB staff for signature is in line 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 signature. 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, budget 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 NEOPB staff in retrieving selected notes/files as needed, in order to prioritize and track assignments. Follows up with NEOPB staff to assure completion by due date and provides assignment status. Tracks and maintains NEOPB assignments assigned to

NEOPB staff. Creates, maintains and updates electronic spreadsheets or databases for NEOPB staff, and generates special reports and lists from the databases upon request.

30% Provides clerical support to all of NEOPB. 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 NEOPB staff. 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 NEOPB staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture policies and procedures. The OT will be responsible for making multiple copies of documents, packets, etc when requested.

20% The OT will set up meetings and send out meeting notices for NEOPB staff. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Schedules and coordinates travel arrangements for NEOPB staff. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists NEOPB staff by scheduling travel arrangements and working with travel agencies regarding flight times, locations and car reservations in accordance with Department of Personnel Administration policies. Prepares, edits and proofreads in-state travel expense claims for NEOPB staff, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the NEOPB “G” drive. Schedules meetings for large conference rooms for NEOPB staff by utilizing the calendar system on outlook. 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. 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* and NEOPB, Public Health Institute (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

**Percent of Time      Marginal Functions**

5% Provides desk and telephone back-up for *Network*, NEOPB and other CDPH support staff.

5% Performs other duties as required.

Employee’s signature	Date	Supervisor’ signature	Date
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## DUTY STATEMENT

Class Title <b>Office Technician (Typing) (G. Kocinsky)</b>	Position Number <b>580-310-1139-001</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Administrative Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 (SSM) I, Chief Administrative Services Unit, the Office Technician (OT) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions in the Nutrition Education and Obesity Prevention Branch (NEOPB) including the *Network for a Healthy California* and the Community and School Policy and Training Section. The NEOPB 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 communication skills in order to fulfill the needs of NEOPB as a whole. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Access, Adobe Acrobat, 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 SSM I, Chief Administrative Services Unit.

**Description of Duties:** See below:

<b>Percent of Time</b>	<b>Essential Functions</b>
30%	Reviews incoming correspondence and assignments addressed to NEOPB staff to determine the appropriate referrals for reply. Arranges correspondence and assignments for NEOPB in order of priority. The OT will be responsible for reviewing, analyzing, formatting, and ensuring correspondence prepared by NEOPB staff for signature is in line 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 signature. 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, budget 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 NEOPB staff in retrieving selected notes/files as needed, in order to prioritize and track assignments. Follows up with NEOPB staff to assure completion by due date and provides assignment status. Tracks and maintains NEOPB assignments assigned to NEOPB staff. Creates, maintains and updates electronic spreadsheets or databases for NEOPB staff, and generates special reports and lists from the databases upon request.

- 30% Provides clerical support to all of NEOPB. 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 NEOPB staff. 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 NEOPB staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture policies and procedures. The OT will be responsible for making multiple copies of documents, packets, etc when requested.
  
- 20% The OT will set up meetings and send out meeting notices for NEOPB staff. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Schedules and coordinates travel arrangements for NEOPB staff. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists NEOPB staff by scheduling travel arrangements and working with travel agencies regarding flight times, locations and car reservations in accordance with Department of Personnel Administration policies. Prepares, edits and proofreads in-state travel expense claims for NEOPB staff, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the NEOPB “G” drive. Schedules meetings for large conference rooms for NEOPB staff by utilizing the calendar system on outlook. 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. Provides desk and telephone back-up for other NEOPB support staff. Develops, maintains and applies a high degree of knowledge of the policies and procedures for NEOPB, Public Health Institute and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

**Percent of Time      Marginal Functions**

5%                  Provides desk and telephone back-up for other *Network* and Department staff.

5%                  Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Public Health Nutrition Consultant II (M. Kmetz)</b>	Position Number <b>580-310-2162-701</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development Unit A</b>	
Section <b>Program Development</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 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 (Supervisor) 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/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 direction of the Public Health Nutrition Consultant III (Supervisor), Chief Community Development Unit

**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. Monitors and provides technical assistance to low-resource school districts, Indian tribal organizations, local health departments, and other public entities. 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 the state and federal standards. The position is responsible for the review and approval of interim and final progress reports submitted to the <i>Network</i> by local contractors. Conducts regional contractor trainings, 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 region where contractors are located.
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20% Completes the *Network's* interim and final progress reports submitted to 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 American Task Force, and Food Security Task Force. Participates in 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/physical activity communications and interventions. Works with Research and Evaluation Section staff to finalize the completion, analysis, and interpretation of evaluative data from local projects.

**Percent of Time Marginal Functions**

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.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Public Health Nutrition Consultant III (Specialist) (C. Bilbrey)	Position Number 580-310-2166-002
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit A	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
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 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 supervision of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit.

**Supervision Exercised:** None.

**Description of Duties:** Please see detailed description of duties 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
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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 Research and Evaluation Section 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 Public Health Nutrition Consultant III (Specialist) (L. Shelton)	Position Number 580-310-2166-006
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit B	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
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 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 supervision of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor).

**Supervision Exercised:** None.

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

Percent of Time	Essential Functions
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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 <i>Network</i> by local contractors. Provides nutrition
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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 Research and Evaluation Section: 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 Public Health Nutrition Consultant III (Specialist) (A. Bracken)	Position Number 580-310-2166-005
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit A	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
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 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 supervision of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit.

**Supervision Exercised:** None.

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

Percent of Time	Essential Functions
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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
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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 Section: 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 <b>Public Health Nutrition Consultant III (Specialist) (S. Fagin)</b>	Position Number <b>580-310-2166-003</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit 	
Section <b>Community and School Policy and Training</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 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 supervision of the Health Program Manager II, Chief, Program Development Section and lead direction from the Public Health Nutrition Consultant III (Supervisor), Community Development Unit.

**Supervision Exercised:** None.

**Description of Duties:** Please see detailed description of duties 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
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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 Research and Evaluation Section: 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 <b>Public Health Nutrition Consultant III (Supervisor) (vacant)</b>	Position Number <b>580-310-2161-xxx</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development Unit B</b>	
Section <b>Program Development</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Public Health Nutrition Consultant III (PHNC III), Supervisor plans, organizes, directs, and supervises the work of the multidisciplinary professional and technical staff of the Community Development Unit (CDU). 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 Supervisor 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 direction of the Health Program Manager II, Chief, Program Development Section.

**Supervision Exercised:**

Supervises 1 HPS, 2 AHPAs, 1 Health Educator/contract staff and provides lead direction for 3 PHNC III Specialists.

**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. Monitoring activities will include overseeing: technical assistance on nutrition program planning and evaluation, contract
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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’s of the Network’s USDA annual plan and annual progress report.
- 10% Coordinates with the Communications Program 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 special projects.
- 10 % Meets regularly and coordinates 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 staffs follow 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 <b>Public Health Nutrition Consultant III (Supervisor) (S. Mattingly)</b>		Position Number <b>580-310-2161-002</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Unit <b>Community Development Unit A</b>		
Section <b>Program Development</b>		
Branch <b>Nutrition Education and Obesity Prevention</b>		
Division <b>Chronic Disease and Injury Control</b>		

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 Public Health Nutrition Consultant III (PHNC III) Supervisor plans, organizes, directs, and supervises the work of the multidisciplinary professional and technical staff of the Community Development Unit (CDU). 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 Supervisory 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 Supervisor 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 direction of Health Program Manager II, Chief, Program Development Section.

**Supervision Exercised:**

Supervises 1 PHNC II and 1 MST. Provides general guidance to 3 PHNC III Specialists, 1 HEC III and 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,
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universities, city governments) and other public entities as required. 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’s of the *Network’s* USDA annual plan and annual progress report.
- 10% Coordinates with the Communications Program staff 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 Contract Operations Units and 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 staffs follow up top 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 Public Health Nutrition Consultant III (Specialist) (M. Perez)	Position Number 580-310-2166-004
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Regional Operations	
Section Policy, Planning and Partnership	
Branch Nutrition Education and Obesity Prevention	
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, Policy, Planning and Partnership 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.

**Supervision Received:** Under the general direction of the Health Program Manager II, Chief, Policy, Planning and Partnership Section and lead guidance of the HPS II

**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 <i>Network</i> 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 <i>Network</i> . Assists with training classes and conference for <i>Network</i> partners, along with ongoing technology transfer of information related to the field of social marketing.
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**Percent of Time    Essential Functions**

- 15%      Maintains the scientific currency of the *Network’s* consumer and intervention research base and formulates appropriate policies and interventions, including communication with partners and contractors and *Network for a Healthy California* 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.
  
- 15%      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 including 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 <b>Health Program Specialist II (S. Metzger) (Retired Annuitant)</b>	Position Number <b>580-310-8336-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit N/A	
Section N/A	
Branch Nutrition Education and Obesity Prevention	
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 (SSM) III, Assistant Branch Chief of Administration, Nutrition Education and Obesity Prevention Branch (NEOPB), the Health Program Specialist II (HPS II) acts as a liaison for administrative and programmatic streamlining and efficiency across all programs/sections in NEOPB. The functions performed by the HPS II include, but may not be limited to: leadership of special projects as defined below; providing high-level programmatic recommendations to NEOPB management; researching and providing recommendations to upper management on sensitive policy issues; providing technical assistance; and ensuring federal grant requirements and recommendations are implemented in a timely manner. The HPS II provides expert advice and consultation to NEOPB management regarding its overall operations and performs the duties listed below.

**Supervision Received:** General direction is received from the SSM III, Assistant Branch Chief of Administration, NEOPB.

**Supervision Exercised:** N/A

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

### Percent of Time      Essential Functions

40%      The incumbent works closely with the SSM III to implement and monitor corrective actions and recommendations made by the United States Department of Agriculture (USDA) as a result of the 2013 Management Evaluation (ME) and ensures integrity and compliance with USDA ME findings. This includes: working with NEOPB staff and management to develop action plans and timelines; providing technical assistance to staff; ensuring follow-up activities are completed; responding appropriately and in a timely manner to USDA; and monitoring progress. Coordinates regular meetings and works with Section/Unit staff to ensure timely implementation of all USDA ME corrective actions and recommendations.

35%      Assists the NEOPB senior management with reorganizational efforts to realign staff and resources at the branch-level to better serve the local health department model (61 local health department jurisdictions). Activities may include but are not limited to working with NEOPB management as requested in the areas of strategic planning and reorganizational efforts; researching state classifications; developing justifications; revising duty statements, working with Human Resources Branch to ensure appropriate procedures and protocols are

followed regarding any reorganizational efforts of NEOPB, and other tasks as they arise in order to better reflect NEOPB goals.

15% Participates in interview panels for vacant NEOPB positions. Provides interim back up oversight, support, and guidance to staff when NEOPB positions are vacant during the recruitment/hiring process. This includes meeting with staff on a regular basis, completing probation reports, managing workloads and ensuring deliverables are met in a timely manner.

10% As requested, works closely with NEOPB senior management to strengthen administrative operations of the Branch. May include but is not limited to: assessing the effectiveness and efficiency of NEOPB internal infrastructure, increasing/improving programmatic efficiencies, improving communications with internal staff, management, external partners, contractors and stakeholders as well as providing recommendations. The incumbent provides consultative, administrative and programmatic leadership working closely with NEOPB Senior Management in the development of new systems and improvement of current systems that will provide more efficient and streamlined processes.

**Percent of Time    Marginal Functions**

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Research Scientist II (Social/Behavioral Sciences) (H. Yuan) (SNAP-Ed 75%)</b>	Position Number <b>580-310-5590-001</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit 	
Section <b>Research and Evaluation</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 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) SNAP-Ed program.

The *Network* 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 direction of the Research Scientist Supervisor 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 that test specific components or potential components of the evaluation framework of the <i>Network</i> , including project conceptualization, data collection, analysis, and evaluation/assessment for special topic areas, such as partnership network relationships and partnership leadership projects. 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. Incumbent will use innovative, creative research approaches for qualitative and quantitative data.
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- 30% Coordinates with the *Network* 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 surveys and local evaluation projects.
- 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; develops and delivers presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* research and evaluation projects
- 15% Contributes 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 targeting. Contributes 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% Consults 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.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

<b>Class Title:</b> Research Scientist Supervisor II (Socio/Behavior) (F. Molitor) 90% SNAP-Ed	<b>Position Number:</b> 580-310-5656-001
<b>Unit:</b>	
<b>Section:</b> Research and Evaluation	
<b>Branch:</b> Nutrition Education and Obesity Prevention	
<b>Division:</b> 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 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 CEA I, Nutrition Education and Obesity Prevention Branch Chief

**Supervision Exercised:** Serves as Section Chief and full supervisor for a multidisciplinary staff composed of Research Scientists, other professional civil service classifications, as well as contract staff.

**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 RSS 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 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. The RSS II performs the following duties:

### Percent of Time

### Essential Functions

30%

The RSS II provides supervision, administrative guidance and leadership to a multidisciplinary 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*, in the Nutrition Education and Obesity Prevention Branch (NEOPB). The RSS II directs development of research strategies/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.

- 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 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.
- 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 the 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, peer-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.

Employee's signature	Date	Supervisor' signature	Date
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## DUTY STATEMENT

Class Title <b>Staff Services Analyst (General) (A. Baxter)</b>	Position Number <b>580-310-5157-734</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Fiscal Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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, Fiscal Services Unit, the Staff Services Analyst (SSA) is responsible for purchasing, developing and/or maintaining administrative tracking systems, providing technical assistance and training to the Nutrition Education and Obesity Prevention Branch (NEOPB) employees on the CalATERS system and travel rules. The SSA is also responsible for providing training to NEOPB staff on entering and maintaining data in the Grant Information and Fiscal Tracking System (GIFTS) database for the Network for a Healthy California (*Network*) and other databases within NEOPB.

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

**Supervision Exercised:** None.

**Description of Duties:** Please see below.

### Percent of Time      Essential Functions

- |     |   |
|-----|---|
| 35% | Develops, maintains and improves upon tracking systems for NEOPB that are utilized to track items such as Individual Development Plans, Probation Reports, personnel (new hires, separations, etc.), in-state and out-of-state travel, invoices, and claim schedules. Enters data and generates fiscal and management reports for contract managers, senior management, and other analytical staff. Develops and maintains tracking systems for various units throughout NEOPB. Acts as the NEOPB Drill Coordinator. Coordinates with the Branch Chief, Assistant Branch Chiefs, Program Managers and administrative staff to complete and respond to all administrative drills from the Division, Center and CDPH. The incumbent develops and maintains an electronic tracking system for drills; monitors and assures drill responses are complete and submitted on time. |
| 20% | Acts as NEOPB Travel Coordinator for in-state and out-of state travel. Provides CalATERS technical assistance to all NEOPB staff and reviews and processes the detailed and technical CalATERS forms and claims in accordance with State and Departmental rules and procedures. Serves as the liaison between NEOPB and CDPH Accounting concerning CalATERS issues. Disseminates relevant CalATERS information and new travel rules to all NEOPB staff. Makes recommendations to management for training staff on CalATERS or travel rules. Coordinates monthly drill for all NEOPB in-state travel. Develop the annual OST Blanket for the NEOPB in  |

coordination with the Section Chiefs and Branch Chief and Assistant Branch Chiefs. Stays abreast of current State and Departmental travel procedures and disseminate policies to staff. Analyze, develop, and maintain NEOPB policies, procedures, processes, and materials related to travel.

15% Develops and processes purchase and service orders for office equipment, software, and miscellaneous services per Department regulations. Research and analyzes vendor websites, Department of General Services, and prior year purchases to determine the most cost effective methods for purchasing. Makes recommendations to Senior Management for best course of action. Consults with sections in NEOPB to determine purchasing needs. Tracks progress of purchase and service orders. Processes invoices for payment when equipment is received or services completed. Creates and maintains a tracking system to generate purchase and service order numbers and year-end reports for the the Accounting and Budget Team.

15% Enters data into the GIFTS database for the *Network contracts*. Enters key contractor data during the Request for Application phase for both continuing and renewing contractors. Enters program contact information, letters of qualification and intent, budget justifications and other fiscal information. Maintains and updates contractor mailing email lists. Enters and tracks the contract approval and execution process. Enters and tracks receipt of federal invoice documentation reports into GIFTS. Inputs line item expenses from invoices. Creates payments in GIFTS and enters payment dates and warrant information. Enters encumbering memorandum information. Enters invoicing issues and other contractor problems into GIFTS. Generates fiscal management reports for contract managers and senior management.

10% Conducts orientation, presentations, and general ongoing training to staff for GIFTS and other databases and tracking systems within NEOPB. Develops and updates training manuals, curriculum, demonstrations, and materials to assist with training staff on tracking systems and databases maintained in NEOPB.

**Percent of Time      Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Staff Services Analyst (Gahunia)</b>	Position Number <b>580-310-5157-001</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Fiscal Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 supervision of the Staff Services Manager I (SSM I), Chief, Fiscal Services Unit, the Staff Services Analyst (SSA) provides a full range of accounting activities supporting the Nutrition Education and Obesity Prevention Branch (NEOPB) and its various programs. The SSA must have a working knowledge of general accepted accounting principles and possess the ability to interpret and apply accounting principles; as well as State and Department policies to the accounts payable process. A strong knowledge of the CALSTARS system and reports is required to successfully perform in this position. The SSA will perform the analytical and accounting work in the establishment and maintenance of the accounts payable function for NEOPB and will assist the AAA in a variety of other budget and accounting related duties that support NEOPB activities.

**Supervision Received:** Under the supervision of the SSM I, Chief, Fiscal Services Unit

**Supervision Exercised:** None.

**Description of Duties:**

**Percent of Time Essential Functions:**

- 40% Audits and schedules contract invoices for payment against encumbrances in CALSTARS and contract authority in approved contracts; maintains current payment records for each contract and routinely verifies to CALSTARS for agreement; reviews output (face sheets and remittance advices) for accuracy and packages schedules for State Controllers Office (SCO); audits and matches invoices for purchase and service orders and schedules for payment.
- 25% Analyzes encumbering documents for appropriateness and accuracy as dictated by contract terms; posts in CALSTARS; maintains current encumbrance records for each contract and routinely reconciles against CALSTARS records for agreement; analyzes error file for accuracy of previous day's postings and takes appropriate and necessary corrective action.
- 20% Posts in CALSTARS miscellaneous accounting entries prepared by the AAA in the normal course of accounting for program costs and any corrections to errors identified in monthly review of CALSTARS reports; maintains up-to-date tracking log for all SCO schedules posted by SSA and routinely follows-up on all schedules until paid by SCO; follows-up and takes appropriate and corrective action on any invoices rejected by SCO; sets up contract folders for new contracts and routinely purges any closed contracts; secures and maintains required number of contracts and encumbering documents necessary

to accompany invoices as required by SCO. Routinely provides necessary documents for program staff to post accounting data to GIFTS.

- 10% Reviews monthly contract balances to determine appropriateness of liquidations for ending contracts. Notifies program to prepare documents if necessary or obtains approval to liquidate unspent balances; responds in a professional and timely manner to all program staff making accounting related inquiries. Backs up the AAA as needed.

**Percent of Time Marginal Functions**

- 5% Attends meetings, training and other duties as needed.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Analyst (General) (C. Whipple)</b>	Position Number <b>580-310-5157-004</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Administrative Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Services Unit, the Staff Services Analyst (SSA) is responsible for performing the analytical staff services duties of average to moderate difficulty including providing technical assistance and training on all travel related issues including CalATERS, both in state and out-of state, maintaining the annual Out-of-State Travel (OST) blanket for NEOPB in coordination with the Section Chiefs and Assistant Branch Chiefs, coordinating the administrative portion of all NEOPB solicitations processes, and processing and tracking NEOPB services orders and purchase orders. Provides support to other NEOPB administrative projects that arise

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

**Supervision Exercised:** None.

**Description of Duties:** Please see below.

### Percent of Time      Essential Functions

30%	Acts as NEOPB Travel Coordinator for in-state and out-of state travel. Provides CalATERS technical assistance to all NEOPB staff and reviews and processes the detailed and technical CalATERS forms and claims in accordance with State and Departmental rules and procedures. Serves as the liaison between NEOPB and CDPH Accounting concerning CalATERS issues. Disseminates relevant CalATERS information and new travel rules to all NEOPB staff. Makes recommendations to management for training staff on CalATERS or travel rules. Coordinates monthly drill for all NEOPB in-state travel. Develops and maintains the annual Out-of-State (OST) Blanket for NEOPB in coordination with the Section Chiefs and Branch Chief and Assistant Branch Chiefs. Researches and ensures that all required trips are included in the OST blanket, gathers all supporting materials, prepares spreadsheet for tracking purposes of expenditures of each trip by tracking travel expense claims for each traveler and reconciles the total expenditures with the approved OST budget. Identifies the funding source, the total available funds per sources, prepares a justification memorandum for each request, and submits through the Branch Chief for approval. Stays abreast of current State and Departmental travel procedures and disseminate policies to staff. Analyzes, develops, and maintains NEOPB policies, procedures, processes, and materials related to travel.
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- 30% Develops, processes and maintains tracking log on all NEOPB purchase and service orders for office equipment, software, and miscellaneous services per Department regulations. Researches and analyzes vendor websites, Department of General Services, and prior year purchases to determine the most cost effective methods for purchasing. Makes recommendations to NEOPB Management for best course of action. Consults with sections in NEOPB to determine purchasing needs. Tracks progress of purchase and service orders. Processes invoices for payment when equipment is received or services completed. Creates and maintains a tracking system to generate purchase and service order numbers and year-end reports and works closely with the Accounting/Budget Team for the Accounting and Budget Team.
- 20% Working closely with the Chief, Administrative Services Unit, coordinates all the NEOPB solicitation intake processes. This includes providing guidance to the administrative support staff when applications are received, setting up and maintaining a tracking log that includes applicant information, reviewers, applications scores, release of appropriate memos/letters regarding the process and its outcome, and posting information on the NEOPB website.
- 10% Collects monthly expenditure projections from local contractors and inputs the projections into the Access database. Provides bi-weekly reports to management. Reminds local contractors to submit if they have not been responsive.

**Percent of Time      Marginal Functions**

- 10% Attends meetings, trainings, and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Analyst (S. Chinn)</b>	Position Number <b>580-310-5157-002</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Compliance Monitoring</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 incumbent 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. Receives direction from the Chief of the Contract Compliance Monitoring Unit (CCMU).

**Supervision Received:** Under the direct supervision of the Health Program Manager I, Chief, CCMU

**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 <i>Network</i> local contractors including pre-reviews and analysis of all internal documentations CCMU 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 <i>Network</i> 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. |

- 15% Attends and assists in the Contract 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 compliance; reviewing local agency activities and subsequent documentation. Analyzing systems to ensure compliance with USDA federal and State of California regulations. Assists with the subsequent Compliance Report and PIP based on the results of the review.
- 15% Assists Unit Chief with Official Contractor File Project to include development of file system, work with CCMU 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 Contract 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 CCMU related goals and objectives. Researches, analyzes, and formulates recommendations pertaining to special short term and long term projects related to Contract Compliance work and the improved integration of compliance within the unit. (i.e. PIP Implementation, Desk Reviews, Progress Reports, Files, data compilation) Attends internal meetings to include the Contract Manager (CM) meetings, Contract Manager and Program Manager (CM/PM) meetings, CCMU 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 <b>Staff Services Analyst (C. Florendo)</b>	Position Number 580-310-5157-003
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit A	
Section Program Development	
Branch Nutrition Education and Obesity Prevention	
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 Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit A, 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 programmatic functions related to conducting, tracking and monitoring Program compliance review, resource development and coordination of program training for the Network for a Healthy California (*Network*) local contractors.

**Supervision Received:** Under the direct 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:**

30%      Develops and maintains 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. Tracks and monitors the submission of *Network's* contractor semi- annual, annual and final reports via Grant Information and Fiscal Tracking System (GIFTS) and SharePoint. Assists with the development and distribution of progress reports to program and administrative staff for review.

20%      Compiles, formats, and analyzes Local Network Contractor Guidelines Manual, Local Food and Nutrition Education RFAs, annual *Network* Project Directory and associated reports, including the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate materials and background information needed by the CDU for these documents.

15%      Develops, implements, and maintains an automated database and other systems for compiling information about nutrition education materials used by contractors; coordinates distribution for this activity by contacting Network staff for updates. Makes recommendations for improvements to the systems and provides modifications directly.

15% Research, analyze, and formulate recommendations pertaining to special short term and long term projects related to Community Development work. Assists with the coordination, development and evaluation of Community Development Unit procedures for the Local Network Contract portion of Network’s State Annual Plan submitted to the United States Department of Agriculture and the California Department of Social Services. The State Annual Plan includes the review of 100+ local contracts totaling \$125 million. Assist with the coordination, review and approval of local level contracts. Attends internal meetings to include the Program Manager (PM) meetings, and combined Program/Contract Manager (CM/PM) 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.

10% Coordinates contractor teleconferences/webinars, Program Manager site visits, Local Network Contractor trainings, and maintains activities in GIFTS. Distributes GIFTS updates to program and administrative staff.

5% Coordinates new employee orientation for staff in Community Development Unit and assists with development and maintenance of orientation guide on SharePoint. Assists with maintenance and tracking of staff training records.

**Percent of Time Marginal Functions**

5% Performs other job-related duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager I (R. Fong)</b>	Position Number <b>580-345-4800-007</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Administrative Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 (SSM) II, the SSM I directs, oversees, and supervises the activities and staff of the Administrative Services Unit. The SSM I directly supervises: two Associate Governmental Program Analysts (AGPA), one Staff Services Analyst, one Management Services Technician (MST), four Office Technician/Typing (OT/T), one Office Assistant (OA). The Administrative Services Unit houses all of the administrative and support functions for the Nutrition Education and Obesity Prevention Branch (NEOPB). The SSM I oversees a wide array of administrative support functions, including the day to day management of administrative, personnel, training, travel, purchase and service orders and facilities related activities. NEOPB is a large Branch with an annual budget of approximately \$113 million and more than 150 state and contract staff combined.

**Supervision Received:** General supervision by Chief, Administrative Operations Section, SSM II

**Supervision Exercised:** Eight (9) technical/professional and clerical staff.

**Description of Duties:** The SSM I is the working supervisor of the Administrative Services Unit and performs the most difficult, sensitive, and confidential work required of the Unit. The SSM I directs the staff in performing all of the administrative services and support functions (e.g., personnel, attendance, training, travel, facilities operations) required of the Branch. The SSM I supervises and provides guidance to staff who provide these services and provides guidance to the management of the clerical support needs of the office which includes answering the telephones, setting up meetings; receiving and sending faxes; duplication and reproduction; office machine purchase and maintenance, daily and mass mailing activities, etc.

### Percent of Time      Essential Functions

20% Directly supervises on a daily basis eight staff. Assigns and prioritizes all 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. Determines and establishes the Unit's policies and procedures and ensures they are consistent with applicable California Department of Public Health (CDPH), NEOPB, and United States Department of Agriculture (USDA) policy and procedure manuals including but not limited to the Health Administrative Manual; Human Resources/ Personnel and Attendance Manuals; Secretary's ABC Handbook.

- 20% Personally handles the most complex and sensitive work. Coordinates with Section and Unit Chiefs on NEOPB workload issues including but not limited to oversight, management and tracking of NEOPB solicitations, scheduling of meetings, typing of confidential documents and progress of special assignments. Prepares or delegates the task of drafting of letters and memos for NEOPB staff. 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, signature, and formatting for support staff and management. Reviews the packaging of final state documents for delivery to Branch Office.
- 20% Supervises, oversees, and evaluates administrative and personnel support functions. Provides guidance and training to Unit Chiefs in adhering to proper civil service and contractor hiring practices. Ensures that administrative personnel and attendance reports are completed accurately and efficiently. Interfaces with the Department's Human Resources/Personnel Services Branch in developing technical/professional/clerical examinations for clerical and technical/professional civil service classifications.
- 15% Recruits, interviews, hires, trains, and evaluates the performance of all immediate subordinate staff in a timely manner; develops and maintains duty statement for all staff and updates as necessary. Provides cross-training for staff to ensure adequate back up for all services provided by Unit. Maintains work and vacation schedules consistent with State, Department and Branch needs/policies to ensure adequate office coverage at all times. Completes probationary reports and Individual Development Plans for all staff; counsels individual staff on deficiencies; gives recognition for outstanding performance; initiates and carries out disciplinary action when needed
- 10% Works closely with SSM I, Chief Fiscal Services Unit within the AOS to ensure proper coordination of activities that require staff from both units to complete. Such activities include but are not limited to approved BCPs where fiscal staff prepare budgetary information and administrative services staff work, and process subsequent HR documents such as duty statements, RPAs, etc.
- 10% Conducts regular staff meetings; participates in other management meetings, conferences and Department wide committee meetings as required. Stays abreast of program issues and priorities in order to better assess and coordinate conflicting assignments.

**Percent of Time –Marginal Functions**

- 5% Backs up SSM I, Chief Fiscal Services Unit. Acts as Section Chief in his/her absence as needed.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager I (S. Doongursee)</b>	Position Number <b>580-310-4800-006</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Staff Services Manager (SSM) I is responsible for the supervision of approximately six 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) other Network Local Project (NLP) contracts/grants as they are needed. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

**Supervision Received:** Under the general guidance of the SSM II, Chief, Contract Operations Section.

**Supervision Exercised:** Six Associate Governmental Program Analysts

**Description of Duties:** Please see below:

<b>Percent of Time</b>	<b>Essential Functions</b>
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40%	Directly supervises contract management staff assigned to <i>Regional Network</i> contracts, special projects, NLP contracts and grants, the multi-million dollar master fiscal, administrative and personnel services contract (including invoicing and contract amendments); and the multi-million dollar master media and public relations contractor. Provides program and fiscal technical assistance to ensure effective integration of nutrition education, training, media, and community mobilization strategies to achieve the <i>Network's</i> 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 <i>Network</i> statistics.
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30%	Provides administrative oversight on contract processes and policies. Provides administrative consultation and technical assistance for <i>Network</i> units including <i>Regional Networks</i> Community Development Units, Partnerships and Planning Unit, Fruit, Vegetables and Physical Activity Unit, and Contract Compliance Monitoring Unit. Attends unit and project meetings as requested and works as part of a multi-disciplinary team to plan and implement activities.
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15% Participates in management meetings as well as *Network* meetings and committees; including Local Food and Nutrition Education Action Committee, *Network* Collaborative, Regional Meetings, and 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 contract management 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 physicial activity programs.

**Percent of Time      Marginal Functions**

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

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager I (M. Hauck)</b>	Position Number <b>580-310-4800-009</b>
COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Compliance Monitoring</b>	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Staff Services Manager I (SSM I) Supervisor plans, organizes, directs, and coordinates the administrative and fiscal contract compliance monitoring, training and technical support components of the Contract Compliance Monitoring Unit (CCMU) for the California Department of Public Health (CDPH), Nutrition Education and Obesity Prevention Branch (NEOPB). The SSM I Supervisor administers and supervises the CCMU staff, and evaluates all aspects of this Unit. The SSM I Supervisor will also be responsible for coordinating with other Sections and Units within the NEOPB to assure contract compliance objectives are met, incorporated and retained.

**Supervision Received:** Under general direction from the Staff Services Manager II, Chief, Grants and Procurement Services Section.

**Supervision Exercised:** The SSM I Supervisor oversees the work of one Associate Governmental Program Analyst (AGPA), two Associate Health Program Advisors (AHPA), and one Staff Services Analyst.

### Description of Duties:

#### Percent of Time    Essential Functions

50%	<p>The SSM I Supervisor supervises CCMU staff and activities that include establishing and managing the contract compliance functions. Oversees evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements. Oversees and ensures the United States Department of Agriculture (USDA) Guidance is adhered to through CCMU staff conducting training, orientations, and contract compliance reviews (site visits) with all local funded contractors. Manages the oversight and coordination of site visits, review fiscal expenditures and associated back up documentation along with administrative activities. Oversees the establishment of the site review schedule and manages the schedule to ensure all NEOPB local contractors are reviewed in a two-year cycle and establishes priority criteria for determining order of review. The SSM I Supervisor provides oversight to the CCMU team conducting the site visit and post meeting with assigned program and contract managers, developing site visit and training agendas, conducting entrance and exit interviews with local contractors. Reviews and approves site visit reports developed after each site visit. Provides guidance to CCMU staff 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 CCMU's work with the assigned CCMU reviewers to develop a Corrective Action Plan (CAP) to follow-up on issues/corrective actions identified during the site visits.</p>
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- 10% Summarizes for management the best practices/resources identified during site visits by the CCMU for utilization and dissemination statewide. Summarizes for management system recommendations for system enhancements and challenges encountered during site visits conducted by CCMU. As needed, establishes and addresses standards for meeting USDA Guidance and State requirements.
- 10% Establishes and monitors baseline objectives for improving systems internally (state-level). Identify best practices for utilization locally and at the state-level.
- 10% Represents the NEOPB, both orally and in writing, to control entities (i.e., USDA, CDSS, 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 locally funded contractors and management.
- 10% Oversees the planning and facilitation of unit meetings and periodic trainings with the Contract Compliance Monitoring Unit staff to provide uniform information and interpretation regarding new changes in policies, procedures, or other requirements for unit activities.

**Percent of Time Marginal Functions**

- 10% Participates in senior management meetings, provides input on contracts, grants and procurement activities, and assists in the implementation of NEOPB 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. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager I (Vacant) (SNAP-Ed 90%)</b>	Position Number <b>580-310-4800-xxx</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Fiscal Services</b>	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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 Nutrition Education and Obesity Prevention Branch (NEOPB) has an annual budget of approximately \$113 million, consisting of \$1.2 million in the Branch Office, \$110 million in the *Network for a Healthy California (Network)* and \$2.2 million in the Community and School and Policy and Training Section (CSPST) programs. The Administrative Operations Section is responsible for the NEOPB programs fiscal integrity, including monitoring and assuring compliance of the entire budget. The Staff Services Manager I (SSM I) directs, oversees, and supervises the activities and staff of the Fiscal Services Unit providing support to all NEOPB staff. The SSM I directly supervises the following staff: two (2) Associate Governmental Program Analysts; two (1) Staff Services Analyst, one (1) Accountant I and one (1) Associate Accounting Analyst. The SSM I oversees the wide array of fiscal services functions for the programs in NEOPB including oversight, coordination and completion of all NEOPB drills. .

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

**Supervision Exercised:** Direct supervision of approximately 5 technical/professional staff.

**Description of Duties:** The SSM I is the working supervisor of the Unit and performs the most difficult, sensitive and confidential work required of the Unit. The SSM I directs the staff performing all of the fiscal services functions for NEOPB. In addition, the SSM I oversees completion of the fiscal section of the USDA annual California Supplemental Nutrition Assistance Program (SNAP-Ed) State Plan which assists all low-income Californians

### Percent of Time      Essential Functions

- 40% Overall supervision, direction, training and evaluation of Unit 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 NEOPB's administrative manuals and policy and procedure manuals of the Department (e.g., Health Administrative Manual; Department of Finance Management Memos; Legislative Manual, etc.). Ensures that all assignments and drills including but not limited to fiscal and budget related assignments and drills are completed and deadlines are met. Provides administrative and technical assistance to staff to ensure consistent and effective implementation of administrative policies.
- 15% Responds to USDA administrative and fiscal inquiries. Upon request of supervisor and other management, prepares program reports, informational summaries, and other ad hoc reports. Coordinates and integrates

the NEOPB 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.

- 15% Develops and implements fiscal controls and mechanisms for monitoring the NEOPB budget and program expenditures. Sets up system controls and fiscal expenditure reports to monitor support and local assistance budget expenditures. Trains and evaluates staff in monitoring program expenditures and adhere's and/or adapts the CDPH accounting system (e.g., CORE) to provide monthly and annual expenditure reports and fiscal forecasting documents.
- 15% Supervises the staff in completing administrative and fiscal requirements such as the annual budget and accounting plans; development, monitoring and utilization of the out-of-state travel budget; ensuring accuracy of and monitoring program support and local assistance budget expenditures (e.g., office supplies, reproduction, rent, travel, data processing, etc.).
- 10% Recruits, interviews, and selects staff for vacant positions in a timely manner, develops and maintains duty statement for all positions in Unit and updates as necessary. Provides cross-training for all staff to ensure adequate back –up exists

**Percent of Time    Marginal Functions**

- 5% Serves in an advisory capacity at senior staff meetings and workgroups. Provides coverage for the other SSIMs in their absence. Acts in place of the Chief of Administrative Operations Section as required. Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT PROPOSED**

Class Title <b>Staff Services Manager II (M. Meade) (90% SNAP-Ed)</b>	Position Number <b>580-310-4801-001</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Contract Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Staff Services Manager (SSM) II plans, organizes, and manages the work of all staff within the Nutrition Education and Obesity Prevention Branch (NEOPB) and its respective programs that are responsible for contract management, solicitations and monitoring contract compliance. These programs include the *Network for a Healthy California (Network)* and the programs within the Community and School Policy and Training Section (CSPTS). The SSM II oversees the work of a multi-disciplinary team of professional and technical staff in the contract units within NEOPB. This position functions as a key member of the NEOPB Leadership Team and provides expert technical assistance and recommendations to NEOPB management as well as all staff in NEOPB regarding contractual issues related to NEOPB Programs.

**Supervision Received:** Under the administrative direction of the SSM III, Assistant Branch Chief of Administration, NEOPB.

**Supervision Exercised:** The SSM II directly supervises on a daily basis three unit managers who collectively supervise approximately seventeen (17) employees. These managers are: an SSM I, Chief Contract Unit A ; an SSM I, Chief Contract Unit B, and a Health Program Manager (HPM) I, Chief Contract Compliance Monitoring Unit (CCMU). The SSM II also supervises and provides guidance and direction to one Associate Governmental Program Analyst (AGPA) housed in the Contract Management Unit (CMU), Contracts and Purchasing Services Section, Program Support Branch who is assigned to process *Network* contracts and solicitations and one Health Program Specialist I who provides support to the programs in CSPTS.

**Description of Duties:** The incumbent manages all aspects of the NEOPB's contractual functions including: distribution of approximately \$110 million of the *Network's* annual budget to local contractors; supervises the managers that plan and conduct the entire contracting processes for outgoing funds; provides general direction to an AGPA position on loan at CMU that is primarily responsible for processing *Network* contracts and an HPS I in CSPTS; and recommends fiscal and administrative policy for federal, state, and local operations.

**Percent of Time      Essential Functions**

40%      The SSM II manages and enhances all aspects of NEOPB solicitations, contracts, and program compliance reviews, supervises the managers that plan and conduct the entire expenditure processes for outgoing funds including Requests for Proposals (RFPs), Requests for Applications (RFAs), Requests for Offers (RFOS), and Interagency Agreements; oversees managers who oversee the planning, acquisition, monitoring, and evaluation of all major solicitations (RFP's, RFA's, Interagency Agreements); supervises the HPM I that plans, organizes, directs, and coordinates the contract monitoring and technical support components of the CCMU, including evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements. The HPM I ensures the United States Department of Agriculture (USDA) guidance

is adhered to through CCMU staff conducting program compliance reviews (site visits) with all local funded contractors. This involves managing the oversight and coordination of site visits, review of federal expenditures, and programmatic activities.

20% The SSM II coordinates, assigns, and prioritizes workload of three unit managers, one HPS I and one AGPA. Unit managers consists of; an SSM I, Chief Contract Unit A; an SSM I, Chief Contract Unit B, and an HPM I, Chief CCMU. The SSM II supervises and provides oversight and guidance to an AGPA position on loan at CMU that primarily is responsible for processing *Network* contracts and an HPS I from CSPTS. 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 opportunities, 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 NEOPB with CDPH Administration, including high level managers in CMU and the Office of Legal Affairs, as well as state control agencies (e.g. Health and Human Services Agency, Department of General Services (DGS), other state agencies including the California Department of Social Services (CDSS), the University of California (UC), California Department of Education (CDE), First 5 Commission and the Federal Government (e.g. USDA, Centers for Disease Control and Prevention (CDC)) to resolve administrative, human resources, fiscal, contractual, and legal issues involving the Section.

10% The SSM II manages staff that is responsible for the *Network's* Guidelines Manual for contracting. This manual is to be updated annually based on changes in various contracting laws such as the State Contracting Manual, Health and Safety Codes, USDA Guidance, and CDSS requirements.

10% The incumbent supervises staff responding to various contract and compliance related drills and personally responds to drills on behalf of NEOPB when appropriate and other urgent requests from the Center, Director's Office, Agency, Department of Finance, the Governor's Office, the Legislature, and other entities in a timely and accurate manner. 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. Acts as Assistant Branch Chief of Administration in his absence. Acts as back-up to SSM II over the Administrative Operations Section. Performs other duties as requested.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Staff Services Manager II (K. Maddox)</b>	Position Number <b>580-310-4801-002</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Fiscal and Administrative Operations</b>	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Staff Services Manager (SSM) II ) plans, organizes, and manages the work of all staff within the Nutrition Education and Obesity Prevention Branch (NEOPB) and its respective programs that are responsible for fiscal, personnel, purchasing, training, travel, administrative support, and facilities operations-related issues. These programs include the *Network for a Healthy California (Network)* and the programs within the Community and School Policy and Training Section (CSPTS). The SSM II oversees activities related to development and submission of the Network's Annual State Plan to the United States Department of Agriculture (USDA). This position functions as a key member of the NEOPB Leadership Team and provides expert technical assistance and recommendations to NEOPB management as well as all staff in NEOPB regarding a variety of administrative functions and issues related to NEOPB Programs. The SSM II plans, organizes, and manages the work of a multi-disciplinary team of professional, technical and support staff including an SSM I , Chief Administrative Services Unit, an SSM I, Chief Fiscal Services Unit and one Health Program Specialist (HPS) I who acts as the *Network* State Plan Administrator.

**Supervision Received:** Under the administrative direction of the SSM III, Assistant Branch Chief of Administration, NEOPB.

**Supervision Exercised:** The SSM II directly supervises on a daily basis two unit managers who collectively supervise approximately thirteen (16) employees: an SSM I, Chief Administrative Services Unit, an SSM I, Chief, Fiscal Services Unit and one HPS I.

**Description of Duties:** The incumbent manages all aspects of the NEOPB's administrative functions including: managing the NEOPB annual budget which is approximately \$125.5 million and includes \$1 million in the NEOPB Branch Office, \$123 million for the *Network* and approximately \$1.5 million related to the programs within CSPTS; accounting oversight; planning authority for fiscal transactions in the FAO and NEOPB; and managing staff who are responsible for the following NEOPB functions: personnel, facilities operations, administrative support, processing of training transactions, and functions related to coordination of the annual State Plan. The incumbent makes recommendations regarding fiscal and administrative policy for federal, state, and local operations.

**Percent of Time      Essential Functions**

40%      The SSM II manages and enhances all aspects of NEOPB's administrative functions, including: human resources, budgets, accounting, purchasing, travel, training, attendance, and administrative support services. The incumbent has lead responsibility for managing the NEOPB's complex annual budget of approximately \$ 125.5 million; has oversight and planning authority for accounting transactions within NEOPB; maintains effective working relationships with California Department of Public Health's (CDPH) Accounting and Budget Offices to ensure integrity in fiscal activity, and provides supervisory guidance to the two SSIMs and one HPS I; manages the

staff responsible for supervising, planning, organizing, and directing the complex work of staff that support all clerical functions for NEOPB; assures that systems, office supplies, and office equipment meet the needs of NEOPB, oversees the staff that process vendor invoices; supervises staff who oversee all aspects of in-state and out-of-state travel needs including the annual Out-of-State travel blanket, travel documents, and reimbursements; oversees the processing of NEOPB training transactions; recommends fiscal and administrative policy for federal, state, and local operations. The SSM II oversees and directs the work of staff who function as the USDA State Plan administrator, ensuring successful coordination between the various units/staff who develop the annual State Plan according to USDA guidance and direction.

20% The SSM II coordinates, assigns, and prioritizes workload for two unit managers and an HPS I. Unit managers are an SSM I, Chief Administrative Services Unit, and an SSM I, Chief Fiscal Services Unit. 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 and Branch administration, program planning, policy development, and development of administrative procedures. Meets with and coordinates development of administrative and program policy in NEOPB with CDPH Administration, including Budget Office, Accounting, and Human Resources, as well as state control agencies (e.g. Health and Human Services Agency, Department of Finance (DOF), other state agencies (e.g. CDSS), and the Federal Government (e.g. USDA, Centers for Disease Control and Prevention) to resolve administrative, human resources, and fiscal issues involving the Section.

10% The SSM II manages staff that is responsible for NEOPB’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 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.

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. Acts as backup to the SSM II, Chief, Procurement Operations Section. Performs other duties as requested.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager III (G. Sisneros) (SNAP-Ed 95%)</b>	Position Number <b>580-310-4802-001</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section	
Branch <b>Nutrition Education and Obesity Prevention</b>	
Division <b>Chronic Disease and Injury Control</b>	

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:** Under the general direction of the Chief, Nutrition Education and Obesity Prevention Branch (NEOPB), the Staff Services Manager III (SSM III) serves as the Assistant Branch Chief of Administration. The incumbent has the responsibility of overseeing the operational, day-to-day administrative and fiscal aspects of the nutrition education and obesity prevention programs within NEOPB. These include the *Network for a Healthy California (Network)*, which is funded under the Supplemental Nutrition Assistance Program Education (SNAP-Ed) Program of the United States Department of Agriculture (USDA), programs within the Community and School and Policy Training Section (CSPTS) including the Centers of Disease Control (CDC) funded Obesity Prevention Program, Project LEAN, and School Health Connections. Collectively, these programs consist of over 170 state and contract staff and approximately 170 contracts/grants with an annual budget of approximately \$113 million. The SSM III has direct responsibility and directly supervises two SSM IIs, the Chief, Administrative Operations Section and the Chief, Contract Operations Section, and provides guidance and oversight of a Health Program Auditor IV. The SSM III serves as lead for the Branch's administrative functions including: budgeting, personnel management, contracting, compliance, and development of the Annual State Plan to USDA. The SSM III also assumes primary responsibility for evaluating, monitoring, improving, and developing effective and efficient administrative systems within NEOPB.

**Supervision Received:** The Staff Services Manager III is under administrative direction of the Chief, NEOPB, a Public Health Administrator I

**Supervision Exercised:** This position directly supervises two Staff Services Manager IIs, and provides oversight of one Health Program Auditor IV.

**Description of Duties:** See below:

### Percent of Time      Essential Functions for the *Network* ( SNAP-Ed Funded Activities)

25%      Directs, manages and supervises the day-to-day administrative operations of all programs within NEOPB , providing administrative and management guidance to section and unit chiefs on complex fiscal functions needed to manage NEOPB issues including budgets, financial projections and expenditures, contract and legal issues, personnel, organizational structure, new legislation, special project planning and implementation, automation, IT issues, regulatory changes, development of Request for Proposals, Request for Applications, Grant Applications, and NEOPB's general operations. Administers NEOBP human

resources and business services functions in compliance and conjunction with State, CDPH Human Resources Branch, Program Support Branch polices procedures and standards as well as USDA and CDC requirements.

Plans, organizes and directs the administrative and business services functions necessary to support the approximately 170 staff in NEOPB including oversight of human resources management functions that includes recruitment hiring, staff training employee attendance and maintaining the personnel resources needed to support NEOPB activities. Provides leadership to NEOPB managers and supervisors on such issues as position classifications, employee benefits, corrective action and labor relations to resolve problems and reach workable solutions.

- 20% Supervises and oversees the work of two Section Chiefs - two SSM IIs, Chief Administrative Operations Section, and Chief Contract Operations Section, an HPS I, and an HPA IV. The two section chiefs have primary responsibility for collectively managing the work of contract managers and staff who monitor fiscal, budgetary and administrative issues. Participates in hiring, training development of staff; responds to labor relations and grievances issues when necessary.
- 15% Responsible for coordinating all the work necessary to submit an annual State Plan to USDA. Oversees work of staff and ensures that all documents prepared by *Network* staff and local contractors is accurate, complete and submitted on a timely basis. Works closely and confers with *Network* and *NEOPB* management, and staff at the California Department of Social Services (CDSS) to ensure that USDA requirements are met. Has primary responsibility for final review and accuracy of the Plan.
- 15% Maintains external relations with relevant constituencies including but not limited to CDSS, USDA, other CDPH divisions and branches; represents the NEOPB 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.
- 15% 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, fiscal, and IT related problems.

**Percent of Time    Marginal Functions**

- 10% Personally assists and provides technical and professional assistance in the most complex, controversial or sensitive fiscal and administrative issues. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date