

**FFY 2010**  
**California State Plan for Federal Fiscal Year 2010**  
**Table of Contents**  
**Binder 2 of 8**

**Section G: Signature Page**

**Searchable PDF copy of the Plan on CD**

**Acronym List**

**Section A: Needs Assessment: Identifying and Understanding the Target Audience**

**Section B: Nutrition Education Plan**

**Introduction and State Level Objectives**

**a) LOCAL PROJECT SUMMARIES**

1. Index of Network Local Projects
2. Nutrition Education Materials Summary List
3. Network/UC-FSNEP MOU
4. List of Joint School Sites
- I. Local Incentive Awardees (LIAs)
  - Children & Families Commissions
  - City Governments
  - Colleges/Universities – Public
  - County Offices of Education
  - Indian Tribal Organizations
  - Public Health Departments – Cities & Counties
  - Parks & Recreation Agencies
  - Schools/School Districts – Low Resource
  - University of California Cooperative Extension
- II. UC-FSNEP Local Project Summaries
- III. Non Profit Organizations
- IV. Special Local Projects
  - Local Food & Nutrition Education Projects (LFNE)

**b) STATE PROJECT SUMMARIES**

- I. Regional Networks
- II. Fruit, Vegetable, and Physical Activity (FVPA) Campaigns
  - Faith-Based Projects
- III. Communications
- IV. Research & Evaluation
- V. Community Development
- VI. Training and Special Projects
- VII. Materials & Distribution
- VIII. UC-FSNEP

**Section C: Staffing**

- I. Network Local Projects Staff Form
- II. Proposed Positions Summary, State Staff Form and PHI Staff Form
- III. Organizational Chart, UC-FSNEP State and Local Staff Forms

**Section D: Budget Summary**

- I. State Summary Page
- II. Network Budget Summary (1. Network and 2. Public Health Institute)
- III. UC-FSNEP Budget Summary
- IV. OST Travel Chart

**Section E: Assurances**

**Section F: Waiver Requests**

**Section H: EARS Implementation Plan**

# FFY 2010 California State Plan for Federal Fiscal Year 2010

## APPENDICES SUPPORTING DOCUMENTATION

### **SECTION A: Needs Assessment Attachments**

- Attachment 1 – Food Stamp Households, Ethnic Profile and Totals, by County
- Attachment 2 – County Level Poverty, Food Insecurity and Food Stamp Participation
- Attachment 3 – 2000 Census Demographic Profile, <130% and <185% FPL, by Race/Ethnicity, Age, and Family Composition of Persons; Educational Attainment for Adults <125 % and <185 percent FPL, by County
- Attachment 4 – California FSNE Sites, with Eligible Individuals, Census Tracts, and Schools, by County
- Attachment 5 – California FSNE Schools (Network and FSNEP) >50% Free/Reduced Price Meals, by County
- Attachment 6 – Brief Summaries of Other Nutrition-Related Programs
- Attachment 7 – CASNAP-Ed Map Sites by County
- Attachment 8 -- CA SNAP-Ed Contractors List by County

### **SECTION B: Project Summary Attachments**

- Attachment 1 – SNAP Plan
- Attachment 2 – School Master List (Eligible Sites, Network Sites, UC FSNEP Sites, Joint Sites)
- Attachment 3 – UC-FSNEP/Network School Decision Tree
- Attachment 4—Narratives for Joint School Sites (UC FSNEP & Network)

### **▶ SECTION C: Staffing Attachments**

- ▶ Network Duty Statements (State, PHI)

### **SECTION D: Budget Summary Attachments**

#### **Travel Objectives**

#### **a) Network Local Projects Budget Justifications, Subcontractor Budgets & MOUs & QTS**

- 1. Index of all Local Projects**
- 2. Summary of Quarterly Alternate Time Studies (Previous & Current Year)**
- 3. Electronic Signature Requests**
- 4. WIC MOU**

#### **I. Local Incentive Awardees (LIAs)**

- Children & Families Commissions
- City Governments
- Colleges/Universities – Public
- County Offices of Education
- Indian Tribal Organizations
- Public Health Departments – Cities & Counties
- Parks & Recreation Agencies
- Schools/School Districts – Low Resource
- University of California Cooperative Extension

#### **II. Non Profit Organizations**

#### **III. Special Local Projects**

- Local Food & Nutrition Education Projects (LFNE)

#### **b) State Budget Justifications**

##### **PHI Budget Justification**

#### **I. Regional Network**

##### **PHI**

State: Region Contracts

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

PHI: (Includes Faith Based Projects)

State: no state contracts

# FFY 2010

## California State Plan for Federal Fiscal Year 2010

### APPENDICES - SUPPORTING DOCUMENTATION (Continued)

- III. Communications
  - PHI
  - State: Media Contract (RS&E)
- IV. Research & Evaluation
  - PHI
  - State:
    - BRFS
    - Office of Women's Health Surveys
    - UCSF – GIS
    - Feasibility Study Report (EARS) – TBD
- V. Community Development
  - PHI
  - State: (See Section D of the Appendix binders 3-6 for all local project budgets)
- VI. Training & Special Projects
  - PHI
  - State:
    - California State University, Sacramento (Network Annual Conference)
    - UC-FSNEP Training Contract
    - IGAM
    - Alameda COE (Healthy Kids Resource Center)
    - California Department of Education
    - Project LEAN – School District LIA Project
    - Project LEAN – Obesity Conference
- VII. Materials & Distribution
  - PHI
  - State: no state contracts

### SECTION F: Waiver Attachments

#### Attachment 1 – FVPA Campaign Waiver Attachments

- a. Intervention Site Data Latino Campaign
- b. Festival Interventions
- c. Census Tract Target Data
- d. Census Block Target Data (PDF on CD)

#### Attachment 2 – Media Targeting Data

- a. 2009 Media Plan and Flowcharts
- b. LA TV Worksheet
- c. Radio Worksheet
- d. LA Outdoor Worksheet

## Acronym list

ANR	Agriculture and Natural Resources
BMI	Body Mass Index
BRFSS	The Behavioral Risk Factor Surveillance System
CAES	College of Agricultural and Environmental Sciences
CalCHEEPS	The California Children's Healthy Eating and Exercise Practices Survey
CalTEENS	The California Teen Eating, Exercise and Nutrition Survey
CALWorks	California Work Opportunities and Responsibility to Kids
CAN-Act	California Association of Nutrition and Activity Programs
CDC	California Disease Control
CDE	California Department of Education
CDFA	California Department of Agriculture
CDPH	California Department of Public Health
CDPS	California Dietary Practices Survey
CDSS	California Department of Social Services
CE	County Extension
CHIS	The California Health Interview Survey
CWD	County Welfare Departments
CWDA	California Welfare Directors Association
CWHS	The California Women's Health Survey
CX <sup>3</sup>	Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention
DESS	Department of Social Services
EARS	Education and Administrative Reporting System
EBT	Electronic Benefits Transfer
ERIB	Curriculum—Eating Right is Basic (Michigan State University)
ERS	Effort Reporting System
EFNEP	Expanded Food and Nutrition Education Program
FANOut	Food Assistance, Nutrition and Outreach
FBC	Food Behavior Checklist
FFY	Federal Fiscal Year
<i>FITNESSGRAM</i>	Physical Fitness Testing
FPL	Federal Poverty Level
FRAC	Food Research Action Center
FRPM	Free and Reduced Price Meals
FS	Food Stamp
FSNE	Food Stamp Nutrition Education
FSORK	Food Stamp Resource Kit
FSP	Food Stamp Program
FTE	Full Time Equivalent
FV	Fruit & Vegetable
FVPA	Fruit, Vegetable and Physical Activity
GIFTS	Administrative/Fiscal Software System
GIS	Geographic Information System
HFZ	healthy fitness zone
HHS	Health and Human Services
HOTM	Harvest of the Month
IFAC	Interagency Food Assistance Committee
IGAM	Internet Grant Applications Management
IT	information technology
<i>JAMA</i>	Journal of the American Medical Association
LIA	Local Incentive Award
LFNE	LOCAL FOOD AND NUTRITION EDUCATION
MOU	Memorandum of Understanding
NEERS	Nutrition Education Evaluation and Reporting System
NEP	Nutrition Education Program
NCI	National Cancer Institute
NIA	Non-profit Incentive Award

NSC	<i>Network Steering Committee</i>
PCT	Program Compliance Team
PedNSS	Pediatric Nutrition Surveillance System
RAMP	UC Curriculum—Reading Across My Pyramid
<i>SIRKs</i>	<i>School Idea &amp; Resource Kits</i>
SNAP	State Nutrition Action Plans & Supplemental Nutrition Assistance
SNAP-Ed	Supplemental Nutrition Assistance Program—Education
SSA	Social Services Agency
<i>Tracking Survey</i>	<i>Network Communications Annual Tracking Survey</i>
TWIGS	UC Curriculum—Teams with Intergenerational Support
UCCE	University of California Cooperative Extension
UC-FSNEP	Title for SNAP-Ed program--- known as University of California Food Stamp Nutrition Education
US	United States
USDA	United States Department of Agriculture
WIC	Women Infants and Children
WRO	USDA Western Regional Office

## **Network for a Healthy California 2010 SNAP-Ed Plan-New Positions by Section**

### Program Development Section

1. Public Health Nutrition Consultant III-Supervisor (Community Development Team): A second PHNC III Supervisor is requested because the current supervisor manages 17 staff. The 2<sup>nd</sup> PHNC III Supervisor would allow for better management/supervision of the team and enhance working relationships and staff development. The job specifications for the PHNC III supervisor and SSM I recommend supervision of a small group of professionals. Typically a small group is considered four to five professional staff. The Network has divided the Community Development Unit and the Contracts Operations Unit into two sub-units and will hire two additional supervisors. The new supervisory positions will allow a more manageable ratio of staff to supervisor. This will improve management of employee performance, closer monitoring of work, more availability to provide coaching and technical assistance, and foster employee growth.
2. Health Program Specialist II (Community Development Team): The Network is creating a State positions (HPS II) to manage and supervise the Communications and statewide Media campaign. A state position is required to oversee the \$10 million state contract with RSE and interact with the Office of Public Affairs.

### Policy, Planning and Evaluation Section

3. Health Program Manager I: (Policy/Partnerships/Health Food Access Unit): This new position will become Chief of the Unit and provide (a) back-up to Foerster as the only other State manager in the 50-member Policy, Planning and Evaluation Section; (b) leadership for new program development; and support to contract staff who manage (c) the Local Food and Nutrition Education projects and related food access functions, (d) the leadership projects, (e) the Network Steering Committee, and its Action Teams, and (e) the NSC Operations Subcommittee. Foerster has served as Acting Unit Chief for over one year.
4. Marketing Specialist III (Policy/Partnerships/Health Food Access Unit): This position was vacated by Phoua Moua about 9 months ago, and Ms. Herrera, a DS I, has stepped in since then. This classification reflects the higher-level responsibilities she has taken on, including as (a) program manager for several leadership projects, (b) staff support for all 6 Action Teams, (c) staff support for the semi-annual meetings of the Network Steering Committee meetings and Executive Committee, (d) program communication within the Unite, and (e) policy analysis, including the annual SNAP-Ed *Guidance*.
5. Development Specialist I (Policy/Partnerships/Health Food Access Unit): This position replaces an administrative support position vacated last November, now filled with a temporary help employee. The DS I classification more adequately reflects the qualifications and duties of the position.
6. Development Specialist III (Policy/Partnerships/Health Food Access Unit): This vacant position served as Chief of the Unit until it was vacated by Matthew Marsom who joined State Service then left the Network about one year ago. It will resume responsibility for implementing all activities designed to bring in new partners and support current partners at the state and regional levels; reach out strategically to potential partners within State government, business and non-profit consumer organizations; and provide primary staff direction for the Network Steering Committee and its Action Teams.
7. Research Scientist I (50%FTE, Research and Evaluation Unit): This new UCSF position will provide day-by-day support for the GIS functions, including updating data layers, training, improving functionality for local partners, and adding new features for State and local users. This position will assume responsibility for lower level and more routine GIS duties, so that the existing Research Scientist IV can be reduced to 50%.

### Administrative Operations Section

8. Staff Services Manager I (Contract Operation Unit): An additional Staff Services Manager I (SSM I) is requested due to the current SSM I managing 11 staff. The additional SSM I would provide more guidance, oversight and improve the staff and local contractor's needs and working relationships.
9. Staff Services Analyst (Contract Operation Unit): The establishment of a Staff Services Analyst position is being requested in order to provide more assistance with the monitoring of LIA contracts for the *Network's* program. Due to the rigors of an annual application process and the consequent rapid growth of the *Network*, an additional analyst position is necessary.
10. Data Processing Manager II (Information Technology, GIFTS and Systems Improvement Unit): The Cancer Control Branch is establishing a State DPM II position to provide management and oversight to the Network's IT Unit. A State position is essential to oversee the monitoring of the complex Grant Information and Fiscal Tracking System (GIFTS) database including data security, maintenance of existing IT systems, transition to new systems and major systems changes for the *Network*.

11. Senior Information System Analyst (Information Technology, GIFTS and Systems Improvement Unit): A Senior Information Systems Analyst (SrISA) (Specialist) is being requested to convert a contract Database Administrator II to a State position. The SrISA is required to provide lead technical support to the very complex program wide IT initiatives within the *Network*.
12. Associate Information Systems Analyst. (Information Technology, GIFTS and Systems Improvement Unit): An Associate Information Systems Analyst (AISA) (Specialist) is being requested to convert a contract Information Specialist II to a State position. The AISA would provide technical support and technical assistance for desktop and laptop computers, as well as other non-standard, specialized software used by the *Network*.

Note: The Accountant I with CDPH has only three –years experience with CDPH, while the Accountant Assistant III with PHI has been with PHI and the *Network* for 6 years. The CDPH Accountant 1 position reflects furlough or ~15% pay reduction. Contract staff are working on furlough days and assuming work that cannot be completed due to furloughs. Onsite PHI Administrative staff are necessary to implement the PHI portions of the *Network for a Healthy California* Plan activities which is approximately \$20 million per year of the USDA Plan Budget. PHI also provides staff with expertise in media and public relations to oversee areas of Media Contract which is a state contract overseen by State staff. The non-specialized positions in the PHI contract are to support positions for the Contract staff and are supporting the administration of the contract work. It would be inappropriate to pay marketing staff to do clerical support work. The contract was bid for complete costs including clerical support and accounting support.

The current span of control does not allow the existing PHNC III and SSM I time to effectively carryout all of the oversight responsibilities assigned to these positions. The Network has assessed the administrative and position needs of the program and has determined that an additional PHNC III supervisor and SSM I positions are necessary to handle the burgeoning contract, fiscal, personnel and administrative demands of the program. By splitting the workload between two PHNC IIIs in the Community Development Unit and two SSM Is in the Contract Operations Unit will enhance their abilities to provide the necessary oversight of employee activities. Specifically, these new allocations will greatly improve the overall quality of the Network's professional and technical staff work product.

## DUTY STATEMENT (Proposed)

Class Title <b>Public Health Nutrition Consultant III (Supervisor)</b>	Position Number <b>804-508-2161-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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, Supervisor (PHNC III) plans, organizes, directs, and supervises the work of the multidisciplinary professional and technical staff of the Community Development Unit. The PHNC III guides the staff to ensure that the Network for a Healthy California (Network) community programs are conducted in accordance with federal guidance. This includes planning for performance monitoring, technical assistance and training to 140-180 local, public, and private non-profit agencies contracted to provide nutrition education/physical activity services. The PHNC III will provide Network leadership with partners in state and local government, voluntary agencies and other organizations, including businesses and foundations; assist with identifying in-kind matching funds from public entities through the united states department of agriculture (USDA) federal-financial participation; assist with planning and implementation of the annual state plan submitted to USDA; assist in producing semi-annual and annual progress reports; and serve as a departmental spokesperson for the network, including with the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

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

**Supervision Exercised:** Supervises 2 PHNC II, 1 HEC II, 1 AHPA, and 6 Health Educator contract staff.

**Description of Duties:** See below.

### Percent of Time    Essential Functions

30%    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' in-kind contributions and the subsequent matching-funds scopes of work and budgets regarding local strategies for promoting nutrition education and physical activity. Oversees the monitoring, technical assistance and evaluation oversight provided to channel-specific projects (e.g., food security, faith community outreach, healthy cities) and to low-resource school districts, Indian tribal organizations, local health departments, and other public entities with Network contracts. Monitoring activities will include overseeing: technical assistance on nutrition program planning and evaluation, site visits, site visit reports, scope of work amendments, program standards, and policies and

procedures.

- 20% Oversees the development and implementation of technical assistance and evaluation tools, monitors the application of state standards and oversees the issuance of Requests for Application (RFA). 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.
- 15% Coordinates with the Communications Unit regarding seasonal promotions, communication/advocacy training programs for local 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 Unit to ensure timely review and evaluation of Letters of Intent for USDA funding. Provides input on contractors' requests for line-item transfers and makes recommendations regarding expenditures as appropriate. Coordinates with the Administrative and Policy units in relation to local agency requirements and ensures Community Development staff 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. 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.
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT (Proposed)

Class Title <b>Health Program Specialist II</b>	Position Number <b>580-310-8336-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Communications</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</b>	
Division <b>Chronic Disease and Injury Control</b>	

**Job Summary:** Under the general supervision of the Program Development Section Chief, the Health Program Specialist II (HPS II) directs the public relations, advertising, and partner communication activities of the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, both of which promote healthy eating and physical activity among Food Stamp eligible families. Consistent with *Network* goals and objectives, the HPS II oversees communication and public relations activities in all *Network* channels, as well as oversees the execution of *Network* promotions and communication plans, including campaign elements with contract agencies, material development and distribution plans, and media activities (such as paid advertisement placement, Public Service Announcements (PSAs), spokespersons). The HPS II 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; assists in the preparation of grant applications; and develops cooperative projects with public and private partners to expand the work of the *Network*.

**Supervision Received:** Under the general direction of the Chief, Program Development Section

**Supervision Exercised:** None

**Description of Duties:** See below

**Percent of Time    Essential Functions**

- 60% Supervises and oversees all media, advertising, and public relations activities for the *Network*. Determines work-scopes and administers contracts; develops, negotiates, and monitors budgets for campaign public relations and advertising, including bids, contracts, and setting-up cooperative projects with partners. Supervises management staff in the Communications Unit. Directs the execution of the *Network* communication plan. Writes progress and annual reports. Presents at professional gatherings, as appropriate.
- 20% Conducts joint planning, implementation, and evaluative activities with the *Fruit, Vegetable, and Physical Activity Campaigns*. Coordinates reports for the *Network* and the *Fruit, Vegetable, and Physical Activity Campaigns* in English and Spanish.
- 20% Represents the *Network* and *Fruit, Vegetable, and Physical Activity Campaigns* and related projects to the media, partners, and other intermediaries.
- 10% Performs other duties, as required.

Employee's signature	Date
Supervisor's signature	Date

4444

## DUTY STATEMENT

### (Proposed)

Class Title <b>Health Program Manager I</b>	Position Number <b>580-310-8427-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Policy/Partnership/Planning</b>	
Section <b>Policy, Planning and Evaluation Section</b>	
Branch <b>Cancer Control Branch</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:** Under direction of the Chief, Policy, Planning and Evaluation Section, the Health Program Manager I is responsible for providing technical expertise in program planning, assessment and management support in especially sensitive areas of nutrition education and physical activity. The HPM I provides contract management oversight, technical assistance and support for Supplemental Nutrition Assistance Program - Education (SNAP-Ed) projects and interventions at the state, regional and local level. HPM I has primary responsibility for the management, planning and coordination of the planning, program coordination and partnership activities of *California Nutrition Network for Healthy Active Families (Network)* and supervision of the personnel and programs of the Network's Policy, Planning and Partnerships Unit. The HPM I analyzes critical nutrition issues; recommends program direction for state SNAP-Ed activities; consults and coordinates with other USDA and state and local organizations regarding nutrition/physical activity-related issues; and provides program expertise to Section staff.

**Supervision Received:** Under the general direction of the Chief, Policy, Planning and Evaluation Section

**Supervision Exercised:** Supervises staff in the Policy/Partnership/Planning Unit

**Description of Duties:** See below

#### Percent of Time    Essential Functions

- 35% Provides management of state, regional and local SNAP-Ed projects and contracts, including primary staff responsibility for leadership and special projects targeted in underserved low-income communities with high Food Stamp eligible populations. This involves compiling, reviewing and negotiating project work plans and subcontracts, assessing overall program needs, developing project proposal guidelines and grant award criteria, monitoring project performance, providing technical assistance, and assessing project cost effectiveness.
- 25% Ensures effective coordination and delivery of state SNAP-Ed activities, including *Regional Nutrition Network* Lead Agencies, Regional Collaboratives, local funded projects, and external partners by providing leadership, planning, and primary staff support for the operation of *Network* Program and Partnership Development Infrastructure, with particular emphasis on coordinating and facilitating the Network Joint Steering Committee, and the SNAP-Ed Sharing Forums developed under the JSC umbrella.
- 15% Performs staff support and coordination in planning, organizing, and preparing the strategic plan for FSNE in California, including annual updates and reports, funding sources, and detailed

recommendations for improving the health of low-income Food Stamp eligible Californians, including recommendations for both state and local programmatic revision and actions. In coordination with USDA, DSS, Network Unit Leads and external constituents, compiles, writes, and produces an annual statewide plan and report which describes the number and extent of local nutrition education and physical activity programs, reports evaluation results, and makes recommendations for necessary program changes or improvements.

- 10% Represents State SNAP-Ed program with other state and federal agencies, including USDA, Health and Human Services Agency, the California Departments of Social Services, Health Services, 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 programs and interventions. Develops, maintains, facilitates, and assesses program relationships with partners and potential partners in the public, nonprofit, and private sectors, including agriculture, for long-term participation and collaboration and to assure their continued knowledge and support of SNAP-Ed activities.
- 10% Performs critical nutrition and physical activity program planning and assessment analysis; develops feasibility studies; develops request for proposals for nutrition education/physical activity projects; prepares a wide variety of program, management, technical, and scientific communications, reports, presentations, grant proposals, and responses to program correspondence.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Marketing Specialist III**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**  
**(Proposed)**

Under the direction of the Development Specialist III (DSIII), Network , the Marketing Specialist III (MSIII) participates in the design and implementation of statewide USDA interventions targeted at Food Stamp eligible families in California and works as a member of the Policy, Planning and Evaluation Unit to continue the successful operation of the *Network for a Healthy California (Network)*. The MSIII provides oversight and technical assistance to special projects, the Regional Nutrition Networks and local contractors in the implementation of SNAP Ed activities, with a particular focus on nutrition education for low-income children. The MSIII assists the coordination and implementation of Snap ED goals and objectives throughout the *Networks* program and partnership infrastructure, and works to maximize the involvement and contributions of partners to the *Network* Joint Steering Committee and advisory committees. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

- 40% Provides appropriate technical assistance to the *Regional Network* Lead Agencies and special projects to ensure successful accomplishment of objectives and completion of scope of work activities. When required, contributes to the development of Request for Applications/Proposals for special projects and regional contractors, participates in evaluation of proposals, and participates in contract negotiations. This involves reviewing and negotiating project work plans and subcontracts, and monitoring project performance.
- 20% Assists the DSIII in working with staff to ensure delivery and coordination of Snap Ed activities within targeted Campaigns and special projects, including Local Incentive Awardees, and the implementation of internal systems that promote streamlined communications and program delivery. The MSIII provides specialized support for statewide school channel and children’s activities, in cooperation with the *Network Children’s, African American and Latino Campaigns*, the California Department of Education and California Department of Food and Agriculture.
- 15% Works with the DSIII to maintain effective coordination between *Regional Network* Lead Agencies, Regional Collaboratives, Local Incentive Awardees, other projects and external partners by providing planning and staff support for the operation of the *Network* Joint Steering Committee, JSC Subcommittee teleconferences, and advisory committees.
- 10% Writes reports, requests for proposal, invitation to bids, and other professional documents. Attends conferences, professional meetings and California Department of Public Health supported advisory and community meetings. Assists DSIII with performing critical nutrition and physical activity program analysis and preparing a wide variety of program, management, technical, and scientific communications, reports, presentations, grant proposals, and responses to program correspondence.
- 10% Assists with the completion of the *Network’s* interim and final progress reports submitted to USDA annually. In cooperation with Staff, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Development Specialist I**  
*Network for a Healthy California – Policy, Planning and Evaluation Section*  
**Public Health Institute**  
**(Proposed)**

Under the general direction of the Health Program Specialist II, within the *Network for a Healthy California (Network)*, the Development Specialist I will provide planning, program development, and development technical assistance and support to health improvement-oriented nutrition and physical activity action projects at state, regional, and local levels. In this role, the Development Specialist I will assist in the coordination and collaboration of community-based programs with ongoing statewide social marketing campaigns that promote healthy eating and physical activity. Duties include but are not limited to:

- 20% Assists with the empowerment of communities, groups, and individuals to plan and organize nutrition and physical activity projects for well-identified, high-priority target populations. Facilitates the development of effective action strategies for communities using proven social marketing channels and methods. Assists communities in identifying local leadership to be involved in planning, implementing, and/or maintaining local or regional nutrition and physical activity campaigns. Assists in identifying and obtaining appropriate resources and funding for the implementation of social marketing channels and effective strategies that promote healthy eating and physical activity at the state, regional, or community level.
- 20% Assists the Health Program Specialist II in planning, development, implementing the faith outreach channel for dissemination of health promotion messages, targeting African Americans and Latinos. Oversees the formative research, development of plan, release of competitive applications, awarding of funding based on specified criteria, monitoring and providing technical assistance to funded demonstration projects, evaluating and reporting outcomes, and summarizing recommendations related to future expansion of this social marketing channel.
- 15% Oversees the annual review and approval of selected contract work scopes submitted by specific Local Incentive Awardees (local health department, schools in limited income communities, American Indian tribal organizations) eligible to receive *Network* matching funds. Monitor and provide technical assistance, as appropriate, related to the selected contracts with *Network* Incentive Awardees.
- 15% Stimulates the development of grant applications and assist with other resource development activities related to expansion of social marketing campaigns that promote nutrition education and physical activity. Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with nutrition physical activity communications and interventions.

- 10% Helps communities develop strategies to sustain effective nutrition education interventions and/or programs and expand community resources through public/private partnerships. Assists communities in developing and sustaining productive working relationships with major participants in local nutrition and physical activity campaigns such as schools, community-based organizations, retail/food industry, local media, social service/civic organizations, and other business sectors.
- 10% Assists in providing technical assistance to local government, and related community organizations, including counties and cities. Determines community assets, determine the gaps and opportunities to collaborate. Evaluates the results of their interventions, report outcomes, revise plans for continuing projects, and make recommendations regarding the potential replication of such interventions in other communities. Assists in the future compiling of the experience of these city/community projects, along with information from similar projects across the nation, into Community Planning Guide for city leaders. Special projects may include Life Skills Training, Welfare to Work Programs, Food Security Programs, Domestic Violence, and Better Education Better Income.
- 5% Assists the Health Program Specialist II with maintaining effective working relationship with the *Network* Steering Committee. Work closely with the Steering Committee members on specific collaborations and to secure expanded partner participation.
- 10% Performs other duties as requires

**DUTY STATEMENT**  
**Development Specialist III**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**  
**(Proposed)**

Under the supervision of the Policy, Planning and Evaluation Section Chief, *Network for a Healthy California (Network)*, the Development Specialist III (DS III) is responsible for planning program, partner, and resource development, and providing technical assistance and support for nutrition and physical activity action projects at state, regional and local levels. The DS III is responsible for maximizing the involvement and contributions of partners to the *Network* and *Fruit, Vegetable, and Physical Activity Campaign*, via the *Network* Steering Committee, action teams/working committees, while collaborating with the *Network's* Policy and Planning Unit and leading the Partnership Development Team. The DS III will seek public and private sector funding opportunities for the *Network, Fruit, Vegetable, and Physical Activity Campaign*, local and regional partners, and facilitating the planning and activities of the Resource Development Policy Action Team. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

- 30% Develops and implements strategies to improve and strengthen *Network* partnerships to enhance and expand *Network* programs and campaigns. Develops, maintains, facilitates, and assesses *Network* relationships with partners and potential partners in public, nonprofit, and proprietary sectors for long-term participation and collaboration on priority issues and activities of strategic and tactical importance for the *Network* action agenda. Maintains communication with partners to assure their continued knowledge and support of *Network* activities. Provides leadership and management of Partnership Development Team and *Network* partnership development strategies and activities. Coordinates Partnership Development Team participation in public relations and partnership event planning and activities. Represents Partnership Development Team on internal and external *Network* work groups.
- 25% Provides leadership, planning, and staff support for the operation of *Network* and *Network* Steering Committee (NSC), with particular emphasis on maintaining working relations with the NSC co-chairs, Subcommittees and Action Teams developed under the NSC umbrella. Major support activities include developing meeting agendas, working closely with the *Network* Communications Team to publicize meetings and development of logistical details, working closely with the *Network* Research and Evaluation Unit to evaluate the quality and outcomes of meetings and activities, and working closely with the *Network* Policy and Planning Unit to assure that NSC member activities correlate with the *Network* policy platform and its planned directions. Expands and maximizes the influence and capacity of the NSC. Facilitates NSC Executive Committee leadership and participation. Organizes and supports activities and priorities of Policy Action Teams of the NSC.
- 20% Develops and collaborates on resource development and grant proposals for funding of *Network* programs and projects. Provides coordination of grant writing and partnership funding proposals for the establishment of state, regional, local partners and contractors. Manages and provides leadership for the Resource Development Policy Action Team and *Network* resource development activities. Maintains awareness of supplemental and special projects funding for *Network* programs from public and private sources and opportunities for fund development. Manages special projects to establish new funding and partnership opportunities.
- 20% Provides support for the ongoing development, operation, and assessment of the statewide infrastructure of agencies, advisory groups, and projects at local and regional levels that participate in specialized *Network* programs and activities. Provides direct and consistent assistance to the regional collaborative lead staff for the reorganization of regional collaboratives. Collaborates with *Network* management, the *Network* Policy Action Team, the Community Development Team, *Fruit, Vegetable, and Physical Activity Campaigns*, and *Network* programs/projects while working to develop and enhance relationships between *Network* staff, campaigns, funded programs, and special projects.
- 5% Other duties as assigned.

**DUTY STATEMENT**  
**Research Scientist I (50% time)**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**University of California San Francisco**  
**(Proposed)**

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Policy, Planning and Evaluation Section Chief within the *Network for a Healthy California (Network)*, to design, develop, coordinate, and analyze evaluation projects focused primarily on contractors working directly with Food Stamp participants and eligible persons; provides expertise to the *Network* on the topics of social marketing and large-scale evaluation theory and methods for a multi-program, multi-site statewide Food Stamp nutrition education intervention. Responsibilities include analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques. Specific duties include:

- 40% Plans and monitors formative, process, and outcome evaluation of contractors. Provides *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for Food Stamp nutrition education 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% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.
- 15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging social marketing evaluation issues.
- 10% Prepares case studies and other Food Stamp nutrition education evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* FSNE evaluation projects.
- 5% Other duties as required.

## DUTY STATEMENT

### (Proposed)

Class Title <b>Staff Services Manager I</b>	Position Number <b>580-310-4800-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations</b>	
Branch <b>Cancer Control Branch</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) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner, and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

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

**Supervision Received:** General direction from the Staff Services Manager II, Section Chief, Administrative Operations Section.

**Supervision Exercised:** Supervises 8-10 Contract Managers.

**Description of Duties:** See below.

#### Percent of Time    Essential Functions

- 30%    Supervises on a daily basis 8-10 professional staff assigned as contract managers for LIA contracts. Assigns and prioritizes workload, reviews completed assignments for thoroughness, accuracy and consistency with program, departmental and federal policy. Provides contract and fiscal technical assistance to contract managers to ensure consistent and effective implementation of fiscal policies. Co-leads bi-weekly contract manager staff meetings and trainings of assigned contract management staff. Supervises the staff that develops the contract models for various contract types, as well as reviews contract packages for completeness. Supervises the staff that develops policies and procedures manuals and other tools for the contract managers. Coordinates development of form templates, training and distribution of policies and manuals with the Community Development Unit. Coordinates with the Program Compliance Team (PCT) contract and monitoring fiscal trainings of contractors.
- 20%    Acts as liaison with Community Development Unit. Works with stakeholder organizations, including California Nutrition and Activity (CAN-Act) which represents *Network* contractors to streamline contractor processes and procedures and to address contract and administrative issues. Coordinates with the PCT in developing and implementing fiscal compliance review and follow-up policies for contract management staff and tracks compliance progress in the GIFTS contract monitoring system. Serves on GIFTS team for training and development. Coordinates the completion of the LIA administrative section of the federal Education and Administrative Reporting System (EARS).

- 20% Directs the planning and development of requests for applications/proposals, contracts (including work plans, budgets, budget revisions, contract amendments, and contractor payments), and evaluation instruments for the awarding of contracts and grants for a wide range of program activities, projects, and services. Manages the staff that are responsible for monitoring of contracts, reviewing of progress reports, taking of corrective action, and closing out and archiving of contract documents. Manages the staff that provides technical consultation and assistance to contractors in the area of state and federal legal requirements and regulations, budget and accounting procedures, contract management services, and reporting requirements. Meets regularly with staff from the Contracts Management Unit, Budgets Office, Accounting Office, and Legal Office to expedite the procurement, contracting, and payment process for staff, vendors, and other contractors.
  
- 15% Manages staff that develop the annual solicitation for the Local Incentive Award (LIA) program and coordinate with Community Development Unit. This includes conducting contractor informational teleconferences, updating solicitation forms, obtaining contractor input, identifying and issuing changes to federal contract requirements, ensures that all contractors complete and submit letters of qualification and intent, partnership memorandums of understanding, updated budget justification information and subcontractor budgets.
  
- 5% Provides oversight of the development and implementation of GIFTS contract monitoring system. Acts as Contracts Operations Unit liaison with IT Unit on GIFTS follow-up with contract management staff. Attends meetings and reports issues regarding GIFTS implementation to senior management.
  
- 5% Manages the staff that prepares the LIA section of the USDA Annual Plan and USDA final progress report. Ensures that all LIA fiscal and administrative documents in the USDA Annual Plan are complete, allowable and correct. Responds to USDA administrative and fiscal inquiries that relate to the LIA Program. Assists program management staff with LIA budgets and LIA work plans. Upon request of supervisor and other management, prepares budgets, program reports, administrative input on bill analysis contract provisions, informational summaries, and other ad hoc reports. Coordinates and integrates the *Network's* program objectives by attending, participating, and providing input at various Branch/Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.
  
- 5% Performs other duties as assigned. Provides coverage for the other Staff Services Managers in their absence. Acts in place of the Section Chief as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT (Proposed)

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Analyst (SSA) 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 Health California (Network)* program.

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

**Supervision Exercised:** None.

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

### Percent of Time      Essential Functions

- 40% Under lead direction develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, and park and recreation agencies). Monitoring activities include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirements are met, preparing site visit reports, and reviewing and processing budget adjustment requests or budget amendments.
- 30% Assists with the development and evaluation of administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the SSA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates *Network* invoices for accuracy on contract, budget, mathematical computation, and costs appropriateness for 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and

**Percent of Time Essential Functions**

follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review report.

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

10% Assist with the preparation of fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using Work and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction/expansion, development of expenditure data including information on prior expenditures, rates 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT (Proposed)

Class Title <b>Supervising Program Technician II</b>	Position Number <b>580-310-9925-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Clerical Support</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</b>	
Division <b>Chronic Disease &amp; Injury Control</b>	

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

**Job Summary:** Under the general direction of the Staff Services Manager II (Supervisory), Cancer Control Branch (CCB), Administrative Operations Section, the Supervising Program Technician (SPT) II is the working-level supervisor of the Clerical Support Unit (CSU). The incumbent will: supervise, prioritize, coordinate, assign, review, evaluate, train, track and monitor the timeliness, quality and quantity of work of CSU.

**Supervision Received:** General direction received from the Staff Services Manager II, Administrative Operations Section.

**Supervision Exercised:** Directly supervises two Program Technician IIs, five Office Technicians (OT Typing), one contract Office Administrator, two Administrative Assistant IVs (equivalent in level to an OT Typing), and eight Administrative Assistant IIIs (equivalent in level to an OT Typing) staff.

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

### Percent of Time      Essential Functions

30% Plans, organizes and directs the work flow of the Clerical Support Unit engaged in a variety of complex clerical and semi-technical work. The SPT II will perform the more difficult and sensitive assignment and a variety of other clerical duties. The SPT II will prioritize work assigned to staff, provides assistance and direction to staff in reference to assignments and monitors completion of assignments. Provides supervisory direction to two Program Technician IIs, five OTs, one Office Administrator, and ten Administrative Assistant staff. The CSU staff provides general administrative support to the CCB professional staff. Support staff responsibilities include: word processing, developing spreadsheets, filing, tracking staff time and attendance, the handling of personnel issues, travel arrangements, monitoring/ordering supplies and equipment, and inputting data into the Education and Activity Reporting System.

The SPT II receives, prioritizes, and assigns all tasks and distributes workload in an equitable manner and assures that work is completed on schedule. Proofreads materials for accuracy in grammar, punctuation, spelling, format, compliance with author's instructions and adherence to Departmental procedures. Personally handles the most complex and sensitive work. Determines and establishes the Unit's policies and procedures consistent with applicable State or Departmental regulations to improve and effectively coordinate clerical functions within the office. Identify opportunities for improved efficiency and effectiveness of the services provided by the Unit. Prepares weekly and monthly activity reports summarizing the unit's workload statistics.

- 25% Maintains a current tracking system for all state document controlled correspondence for the signature of the Unit Chief's Section Chief's, Assistant Branch Chief, or Branch Chief. These state documents include the following: Requests for Applications, Requests for Proposals, Secretary's Action Request, Governor's Office Action Request, Director's Action Request, legislative concepts, legislative bill analysis, budget change concepts, budget change proposals, letters, memorandums and reports utilizing Microsoft Office. Reviews the packaging of final state documents for delivery to Branch office. Develops and maintains clerical desk manual with necessary information (i.e. phone numbers, clerical procedures, attendance policies and individual unit information). The SPT II is responsible for maintaining Network filing systems for state documents and maintains binders for all updates to templates such as forms, signatures, and formatting for support staff and management.
  
- 20% Recruits, interviews, and selects staff for vacant positions in a timely manner, develops and maintains duty statements for all clerical positions and updates as necessary. Provides cross-training for all clerical staff to ensure adequate back-up of clerical support. Maintains work and vacation schedule consistent with State, Department, and Branch needs/policies to ensure adequate office coverage at all times. Approves or denies vacation and sick leave usage and guards against abuse. Completes probationary reports and Individual Development Plans; counsels individual staff on deficiencies; gives recognition for outstanding performances. Initiates and carries out disciplinary action when indicated. Attends and conducts staff meetings, to assure effective communication between management and working level.
  
- 10% Coordinates with Section Chiefs and Unit Managers on CCB workload issues, scheduling of meetings, typing of confidential documents, and progress of special assignments. Will prepare or delegate the task of drafting of letters and memos for Section Chief's. Provides clerical support to the Division, Branch, and other Sections as needed.
  
- 10% Prepares project/workload timelines for staff to follow, assesses the skill level of each CSU staff (i.e. PowerPoint, Excel, Word, GIFTS or various database systems, scheduling, and organizational skills) and assigns projects to those who would be best suited for the task. Assesses workload and attendance for timely completion of assignments. For large conferences and conventions, coordinates multiple assignments among clerical staff (i.e. data entry, merging of data base for table tents, name tags, assembling up to 1000 informational packets, scheduling meetings, conference rooms, generating e-mail correspondence).

**Percent of Time    Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT (Proposed)

Class Title <b>Data Processing Manager II</b>	Position Number <b>580-310-1384-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Information Technology &amp; Systems Improvement</b>	
Section	
Branch <b>Cancer Control Branch</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 Data Processing Manager II (DPM II) is responsible for the Information Technology & Systems Improvement Unit's (ITSI) overall administration, oversight, and monitoring of the complex Grant Information and Fiscal Tracking System (GIFTS) database software in the *Network for a Healthy California (Network)*. The DPM II provides overall planning and guidance over unit activities, which includes project management, budgeting, personnel, specialized training of staff, development of unit plans and long range objectives, standards, work plans, project reports, assign activities and set priorities. The DPM II position requires expert knowledge of project management tools, techniques and must possess an advanced understanding of the *Network's* Information technology (IT) infrastructure. The DPM II manages all aspects of the federal policy-mandated changes and improvements to the existing GIFTS database program. The DPM II will represent the *Network* in Division/Department level IT meetings (Chronic Disease and Injury Control (CDIC) LAN team, workgroups, and planning committees).

**Supervision Received:** Under the general direction of a Data Processing Manager III, Chronic Disease and Injury Control Division

**Supervision Exercised:** The DPM II provides direct supervision to 1 Senior Information Systems Analyst (Specialist) (SrISA), 1 Staff Information Systems Analyst (SISA), 1 Associate Information Systems Analyst (AISA), 1 Assistant Information Systems Analysts (AsstISA), 1 Web Designer, 2 Information Specialists, 1 Information Specialist III, 1 Help Desk Specialist III, and 1 Data Base Administrator II of the Information Technology & Systems Improvement Unit.

**Description of Duties:** The DPM II is responsible for the ITSI Unit's overall administration, oversight, and monitoring of the complex Grant Information and Fiscal Tracking System (GIFTS) database including data security, maintenance of existing IT systems, transition to new systems and major systems changes for the *Network*. The incumbent also plans, develops and organizes various production schedules. The DPM II researches and develops statistical and ad hoc reports for various uses within the *Network* for management.

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

This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp Nutrition Education and Food Stamp Outreach programs.

## Percent of Time      Essential Functions

35%      1A. Manages and supervises the ITSI Unit directly. Responsible for setting *Network* priorities. Assists in planning division goals and annual objectives to accomplish California Department of Public Health (CDPH) strategic goals. Responsible for the management of *Network* policies, procedures, and processes which all ensure success of the *Network's* annual objectives and goals. This includes providing overall planning and guidance over unit activities, which includes project management, budgeting, personnel, specialized training of staff, development of unit plans and long range objectives, standards, work plans, and project reports. Effectively manages personnel and staff development. Assigns tasks to appropriate personnel, providing supervisory direction and leadership, assuring the accuracy of assignments and monitoring completion of assignments and projects. Ensures that staff receives training and development to achieve high quality performance. Evaluates work performed, coaches and mentors staff. Ensures employee performance management procedures are followed and staff evaluations are prepared and discussed in a timely manner. Assures quality customer service is provided by all staff under supervision. Ensures that organizational policies, procedures and guidelines are developed and followed. Works cooperatively to maintain effective interaction with ITSD management and staff.

1B. Knowledge: Demonstrates extensive knowledge of the organization's business enterprise and the ability to apply that knowledge in proposing and designing information technology solutions. Works independently in effectively securing resources and expertise through proper channels while developing and managing complex systems, review and approve formal system documentation. Requires knowledge of the roles and responsibilities of oversight and regulatory agencies; knowledge of project management processes, phases, and tools.

30%      2A. Directs the monitoring, maintenance and modification activities as defined in the USDA regulations, policies and procedures for Education and Activity Reporting System (EARS), Food Stamp Nutrition Education, and Food Stamp Outreach for assigned programs, applications or sub-systems of GIFTS. Provides management direction for numerous IT projects of varying size and complexity. This involves coordinating systems changes with CDPH program management and IT. Oversees the implementation, administration and ongoing improvement of a section-wide database of contractor information, using Microedge GIFTS software, which provides querying and reporting capacity necessary to respond to requests from USDA and CDPH. Responsible for the future implementation of the IGAM and REDs systems to support the GIFTS module to automate the *Network's* Request For Applications/Request for Proposals. These systems link the application process to GIFTS. Automation to the *Network's* program from beginning to end is critical and IGAM is one of the key components to automate reporting documentation for the USDA plan. Oversees the research and development of solutions to complex system changes as they relate and impact GIFTS and policy issues. Provides overall direction for the analysis, design, development, and implementation for complex modifications to GIFTS. Direct and review the development of GIFTS. The DPM II must follow the USDA and State policy and procedures for IT.

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

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

**Percent of Time      Essential Functions**

30%      3A. Plans and directs state and contractor staff in system development and maintenance activities. Oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual Activity Reporting system used for tracking and reporting of section activities and results. Management level planning, directing and coordinating the implementation, administration and ongoing improvement of a Section-wide database of information consisting of over 4,000 contracts and subcontracts, which include the automated input of data for up to 200 local contractors and budget oversight exceeding \$200 million. Administers, implements, and monitors unit staff in adapting and use Microedge GIFTS software to generate management reports of various types. Coordinates the development, design, testing, implementation, and administration of web-based collection forms with local projects, other states Food Stamp Nutrition Education programs, USDA and its contractors to generate the USDA required EARS.

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

3B. Knowledge: Requires knowledge of the roles and responsibilities of oversight and regulatory agencies; knowledge of CDPH’s business enterprise; knowledge of project management processes, phases, and tools. Knowledge of USDA regulatory requirements, terms and conditions.

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

**Percent of Time      Essential Functions**

5%      Performs other duties as assigned.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT (Proposed)

Class Title <b>Senior Information Systems Analyst (Specialist)</b>	Position Number <b>580-310-1337-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Information Technology and Systems Improvement</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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) 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 Senior Information Systems Analyst (Specialist), SrISA is required to have specialized skills in systems analysis and design, business process reengineering, joint application development, and ongoing knowledge of current trends and advancements, support customer needs, and have the highest level of competence in these areas. The SrISA is a decision maker for the planning and design of Information Technology (IT) systems in the Network for a Health California (*Network's*) IT infrastructure using Internet, client-server, and web-based technologies. The SrISA has exclusive responsibilities for the analysis, design, and review of all IT efforts for the *Network*. The SrISA performs as the lead analyst to implement federal policy initiatives, adhere state IT guidance and develop improvements to existing *Network* IT capabilities.

As the principal and lead analyst, the SrISA must be a resourceful leader who possesses strong analytical and technical expertise, is knowledgeable of the California Department of Public Health's (CDPH) programs, policies, infrastructure, and emerging technologies. The SrISA is the primary IT consultant and will, define, prioritize, and meet all Network customer information and technology needs in a collaborative environment.

**Supervision Received:** The SrISA is under the general direction of a Staff Services Manager II.

**Supervision Exercised:** None

**Description of Duties:** Under the general direction of the SSM II, the SrISA provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing IT systems, transition to new systems and major systems changes for the *Network*. The SrISA is primarily responsible in assigning contractor staff projects that requires technical knowledge of a specific system design, an understanding of Structured Query Language (SQL), ASP and JAVA Script language; in addition to being the lead project analyst over the development, coordination, and implementation of the GIFTS database and many highly complex data collection efforts. The SrISA researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads both contractor and IT staff on troubleshooting and problem resolution efforts on complex database, Web and helpdesk issues. The incumbent will also promote the use of the CDPH's best practices, such as those related to project management, application development and contract administration.

This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

30% 1A. Plans, organizes, and leads the efforts of professional staff to develop, implement, and evaluate the GIFTS database system. Performs project management functions for large to medium sized IT projects that include application development as well as business processes. The SrISA primary responsibility as the lead project analyst for development, coordination, and implementation of the GIFTS database program and many highly complex IT projects. The incumbent will serve as the expert advisor for internal technical support maintaining and operating the *Network's* complex, centralized IT infrastructure. The *Network's* critical IT technical support functions include but are not limited to the creation, management, and maintenance of Network websites; database maintenance and development. Additionally, the SrISA will manage all online forms and surveys; data import/export, expand the use of the GIFTS database through training and development of functions and reports. Provide desktop Help Desk support services for approximately 140 staff to include utilizing Active Directory to manage user accounts, imaging computers using Symantec Ghost software, ensuring the latest version of Microsoft Windows and Office is installed on computers and setting up unique applications such as File Transfer Protocol and GIFTS on all workstations.

1B.(Knowledge/Supervision/Complexity/Personal Contact): Demonstrates extensive knowledge of the organization's business enterprise and the ability to apply that knowledge in proposing and designing IT solutions, analytical techniques; technical report writing. Demonstrate a high level of technical skills when transitioning from existing IT environments to newer technologies. Works independently in effectively securing resources and expertise through proper channels while developing and managing large and complex systems. Demonstrates a wide variety of technical expertise in different and unrelated processes, as well as, identifying new issues with the various databases. Evaluate business needs and develop innovative solutions. Provides project management, cost management, schedule work assignments, and sets priorities. Leads project planning efforts; build and maintains project life cycle work products, risk analyses, and contingency plan documents. Provides estimates of time and skills required for project plans. Negotiate product deliverables and timeframes.

30% 2A. Plans, directs, coordinates and implements the ongoing improvement of a Branch-wide database of information consisting of over 4,000 contracts and subcontracts. Develops the automated input of data for up to 200 local contractors. Ensures the oversight of the budget module which exceeds \$200 million. Leads Section team to adapt and use MicroEdge GIFTS software to generate management reports for USDA, Contract Managers, Program Managers and Network managers. Develops a comprehensive plan to incorporate over 1,000 spreadsheets and databases into centralized databases. Provides the ability to electronically deliver time-sensitive State and USDA data into the *Network's* centralized data schema and provides the ability to format the data per State and federal guidelines.

Performs complex analysis, coordination, documentation, and implementation functions related to the GIFTS software processing assignments and identifies potential processing problems. Provides assignment status and recommendations to management on problem resolution efforts. Provides internal IT technical assistance in support of the CDPH. Ensures compliance with all CDPH policies and procedures related to IT. Provides technical assistance to other units concerning future programmatic needs; data security; data integrity; data management; partner and consumer web projects; database design needs; budgeting and inventory of all IT and AV equipment, including specifications and adherence to State IT standards for that purchased by local contractors; and other related issues.

2B. (Knowledge/Supervision/Guidelines): Demonstrates ability to independently research and propose alternative technical solutions. Evaluates alternative solutions and then coordinates documents and implements the steps required for resolution. Demonstrates proficiency with respect to data processing concepts, practices, methods, and principles along with an understanding of evolving industry trends and standards. Requires knowledge of the roles and responsibilities of oversight and regulatory agencies; work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities and substantial analysis; production problems and alternative resolutions are well researched and documented. Solutions and project timelines are clearly communicated to system users, IT staff and Network managers. Communicate effective, both orally and in writing with subordinates, peers, clients, customers and management at all levels. Acts as the liaison to all control agencies. Communicates effectively, both orally and in writing, with subordinates, peers, clients and system users.

25% 3A. Plans, directs and coordinate the activities of the GIFTS database. Validates complex systems changes by analyzing the GIFTS functional and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the Department's business enterprise, and ability to work independently. Analyzes user needs, problems and requests system changes; identifies, evaluates and recommends alternative design solutions, develops appropriate system designs, hardware, and/or software needs, plans, and coordinates acceptance testing, review and approve user and system documentation. Provides technical leadership to staff and oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual activity Reporting system used for tracking and reporting of section activities and results. Works with local projects, other state Food Stamp and Nutrition Education programs, the federal government and its contractors to develop, design, test and refine web-based collection efforts, then import/export and manage data from over 200 contractors in the new USDA-required Education and Activity Reporting System.

3B. (Scope/Complexity/Personal Contact/Contact Purpose) Demonstrates full competence in a specialized analytical role; possesses an in-depth understanding of the relationship of their technical specialization & project responsibilities to work as a whole; communicates effectively, both orally and in writing with subordinates, peers, clients, and customers at all levels; incumbent influences, motivates, persuades, and leads individuals and groups; originates new techniques, establishes criteria, and develops new processes; demonstrates leadership in identifying new issues and in assisting management with the most sensitive issues; regular contact with IT staff, vendors, and external entities to coordinate problem solving and ensure conformity of methods and practices. Requires extensive knowledge of Network's centralized data schema and provide the ability to format the data per State, CDPH and the USDA guidelines.

10% 4A. Propose innovative and efficient hardware/software solutions pertaining to the system/network performance/capacity planning, in an environment of both on-line and electronic batch data transfer and mainframe, client/server and PC platforms. Participates in the CDPH's Web and Policy workgroups, Division monthly IT meetings, *Network* meetings, workgroups, planning committees, and other collaborative efforts to assure the applications meet the business needs of the *Network*.

4B. (Guidelines/Complexity) Requires knowledge of evolving industry trends and standards; ability to apply this knowledge in evaluating alternative proposals and recommending optimal solutions, and apply portability and scalability concepts incumbent must be skilled in approaching the individual and/or group in order to obtain the desired response. Provide technical and business function expertise and assists staff in learning and utilizing new hardware, software and state-of-the-art data processing technologies. Demonstrates ability to effectively communicate, both orally and in writing, with subordinates, peers, clients, and customers at all levels.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

### (Proposed)

Class Title <b>Associate Information Systems Analyst (AISA) (.50)</b>	Position Number <b>580-310-1470-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Information Technology, GIFTS and Systems Improvement Unit</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Information Technology & Systems Improvement Unit Chief, the AISA will direct Web site development and ongoing Web management activities for the Network for a Healthy California (Network), which promotes healthy eating and physical activity among low-income populations. As part of the Network's Communications and Media Team, the incumbent is responsible for developing, designing, producing and launching a new Fruit, Vegetable and Physical Activity Campaign Web site and maintaining an existing Web site; facilitating an internal Web advisory team; developing or coordinating the development of Web content and ensuring ongoing updates; responding to queries received via the Web; developing and managing a variety of listservs; and representing the Network at Web task forces and committees.

**Supervision Received:** Administrative Operations Section Chief

**Supervision Exercised:** None

#### Description of Duties:

#### Percent of Time      Essential Functions

- 30%    Develops, designs, produces, launches and maintains the new Network Web site and maintains the current Web site. Responsible for coordinating all approval processes; Manages Web content and design, ensuring that the site is current and relevant to Network target audiences.
- 20%    Identifies opportunities for utilizing the Web to reach Network target audiences; Ensures the integration of the Web site with overall Network branding strategies and across various public outreach campaigns; Coordinates an internal Web advisory team, soliciting and responding to feedback as necessary;
- 20%    Tracks and reports monthly on Web site visitation statistics and responds to public queries received via the Web; Oversees Web contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance; Represents the Network on Department of Health Services Web task forces and committees;
- 20%    Develops and manages various listservs; Provides technical support and guidance on Web and Internet issues; Maintains current knowledge and information about Web standards and strategies, especially related to low-income populations and social marketing.
- 20%    Contributes this knowledge and information to strategic and operational plans, presentations and reports. Performs other duties as required.

# Percent of Time    Marginal Functions

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Program Compliance Review</b>	
Section <b>Policy, Planning, and Evaluation</b>	
Branch <b>Cancer Control Branch</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 contractual and fiscal functions related to tracking monitoring Desk Review Program Improvement Plans for the *Network for a Healthy California (Network)* local contractors. Receives direction from the Chief of the Program Compliance Unit and Program Compliance Unit Lead of the Program, Planning and Evaluation Section.

**Supervision Received:** Under the supervision of the Health Program Manager I.

**Supervision Exercised:** None

**Description of Duties:** Please see below

### Percent of Time      Essential Functions

- |     |  |
|-----|--|
| 30% | Primary responsibility is to coordinate, maintain and provide daily oversight of the Program Improvement Plan (PIP) Follow Up Review process and tracking system. Monitor progress with our funded projects on PIP that were developed as a result of a program compliance review. Inputs pertinent information in 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. Meet with PC Unit Lead on a weekly basis to provide status report on PIP tracking system.   |
| 25% | Provide analytical assistance in performing preparative actions required for Program Improvement Plan (PIP) Desk Reviews for <i>Network</i> local contractors. Including pre-review and analysis of all internal documentation (PCR Site Visit Reports and Program Improvement Plans) for the contractor; inputs data into summary log to assist with identifying specific priority findings and follow up documentation to be requested. Prepares and facilitates all correspondence related to PIP follow up between the <i>Network</i> and funded contractors. Assists in developing procedures, negotiating and monitoring for PIP Desk Reviews. Coordinates and schedules meetings with Network staff pertaining to PIP follow up. Updates GIFTS software as required. Schedules PIP Follow Up Desk Reviews with local contractors and state staff. |
| 25% | Provide analytical assistance in performing preparative actions required for Program Compliance Review for <i>Network</i> local contractors. Including pre-review and analysis of all internal documentation( PCR Notification Packet, etc.) for the contractor.   |

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

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

**Percent of Time      Marginal Functions**

5% Prepares fiscal reports, allocation reports and various other fiscal documentation to provide data to other professional staff and management using Microsoft Excel and Word. Develops, reviews, analyzes, and evaluates USDA annual guidance and disseminates to local contractors. As necessary, disseminates instructions to local contractors on federal and state wide policies 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.

5% Assists with the development and review of the Network Funding Application Packet. Assists in updating protocol and training manuals. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**  
**Accounting Assistant III**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

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

- 35% Coordinate with the Communications and Media Unit – Publications Manager to update and maintain the *Network's* online ordering system of nutrition education materials through the partner and cost recovery Web sites. Maintain, coordinate, and input user inventory allotments using advanced, multi-layer Excel spreadsheets. Develop new reports using Excel to report on allotments, inventory availability, usage, trends, and other data inputs as directed.
- 30% Work as the primary point of contact for all users of the online ordering and cost recovery systems. Respond to inquiries received through the *Networks* customer service email account. Oversee and facilitate communications through the warehouse and program staff. Maintain inventory quantities and ensure adequate quantity levels by informing *Network* Publications Manager when inventory is low and items are in need of replenishment. Track warehouse functions of receiving, distribution, storage, kitting, and invoicing. Track orders and ensure materials arrive on time. Maintain relationship with partners and keep track of partner's orders.
- 20% Process all accounts payable including receipts for PHI funded activities through the *Network*. Make travel arrangements using the most cost effective methods of travel. Audit and post travel advances and in-state/out-of-state travel expense claims while assuring compliance with state travel guidelines. Track travel budget. Assist program staff with preparation of request for proposal (RFP), request for application (RFA), and invitation to bid (ITB). Audit said RFP's, RFA's and ITB's and grade to assist in decision to choose an awardee. Execute Purchase Orders for various in house purchases including but not limited to *Network* nutrition education reinforcement items. Audit and review vendor and contractor/subcontractor invoices and agreements. Audit and review all other (non-contractor) invoices and execute check requests to submit for signature, then payment. Facilitate the invoice payment process through the accounting office. Maintain equipment and materials inventory. Maintain routine files such as check requests, purchase orders, supplies, equipment information, travel claims, subcontractor/consultant agreements, and invoices. Track dental plan reimbursements. Edit contracts prior to submission.
- 5% Order and maintain inventory of office supplies for the administration unit and program units. Assure that staff has appropriate and adequate equipment and office furniture.
- 5% Maintain personnel files. Maintain employee evaluation database. Notify managers of their upcoming employee evaluations and ensure that they are done in a timely manner.
- 5% Perform other duties as required.

**DUTY STATEMENT**  
***Network for a Healthy California – Administrative Operations Section***  
**Accounting Assistant III**  
**Public Health Institute**

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

- 50% Process all accounts payable including receipts, match purchase orders with invoices, and approve payment of vendor invoices, travel claims, advances, subcontract payments, petty cash, and other similar transactions in a timely manner. Research open invoices, contracts and purchase orders. Process payments by check request and invoice purchase orders; and maintain routine files such as check requests, purchase orders, supplies, vendor information, equipment information, travel claims, subcontractor/consultant agreements, and invoices. Track credit card expenditures.
- 20% Coordinate travel arrangements and facilitation of registrations and professional memberships for staff. Manage various databases including contracts, credit cards, and personnel. Facilitate purchasing and logistics of office equipment, general supplies and furniture. Coordinate software, ordering and inventory, licensing compliance, establishing leases on equipment. Negotiate hotel arrangements for section meetings.
- 20% Coordinate recruiting paperwork and interview process and all facets of hiring process; conduct new employee orientation; routinely process employee timesheets, maintain personnel files; coordinate performance evaluations, merit salary adjustments and keep payroll journals for all fund codes. Assist with all facets of annual Conference and planning, including identifying vendors, hotels and contract management, oversight of contractor duties and timeliness and scope of work negotiations.
- 5% Assist with the preparation of fiscal reports and annual budget; campaign budgets, business portion of plans to funding agencies and budgets for proposals. Assists with proposal reviews and analysis of bids from vendors. Miscellaneous administrative oversight including certificate of activities, compliance documents and HR forms.
- 5% Perform other duties as required.

**DUTY STATEMENT**  
**Administrative Assistant III**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the direction of the Office Administrator, the Administrative Assistant III (AIII) will assist the Office Administrator with specific assignments when requested for the *Network for a Healthy California (Network)*. The AIII duties will include, but are not limited to word processing, phones, tracking personal changes, updates for cubicle locations, distribution lists, mail, and ordering supplies. The AIII will attend conferences and assist with all Admin duties for multiple events. Attends training sessions and is responsible for training other support staff. The AIII will perform the following duties accurately and timely:

- 40% Responsible for tracking supply inventory, keeping the supply room clean and orderly, ordering supplies via the intranet and providing necessary documentation and packaging for state purchase orders and service orders for all *Network* staff. Prepare and keep filing records for all invoices. Responsible for all shipping, tracking and maintain all working shipping accounts, train all support staff on shipping procedures, as well as maintain shipping supplies. Schedule service calls for all equipment when needed. Maintain and account for all conference materials. Provide support by formatting documentation for conferences and traveling to locations when necessary to assist with registration, packets, name tags, and support needs. Responsible for scheduling meeting, printing request, and documentation for in-house meetings, and special events. Keep database and prepare multiple phone lists, cubicle maps and multiple staff lists for all *Network* staff.
- 30% Pick-up and distribute mail twice a day, prepare overnight mail, and keep computer data base for all large mailings and incoming overnight mail. Re-construct Mail box shelving and keep labeled names updated for mail slots for both 4<sup>th</sup> and 5<sup>th</sup> floor, and assure both areas have adequate supplies and are kept organized and clean. Open and date stamp all incoming mail; make sure all mail is placed in appropriate locations. Make sure all equipment is routinely cleaned, assist with jams and replace toner for copiers, printers, and faxes. Organize, maintain, and quality check all out of office printing jobs, also keep on hand billing reference for such jobs. Responsible for phones, screening and directing calls to appropriate staff. Prepare tabs, reprographic orders, and other assignments requiring word processing for multiple tasks when requested.
- 20% Responsible for all cubicle names and maps in all areas are updated, printed and posted when new staff are hired, when staff leave and/or staff change location. Work with Media Unit printers in order to tracking all staff orders for business cards when needed. Also, responsible for updating and maintaining all *Network* staff lists, as often as, but not limited to twice a month. Send and distribute faxes, sort incoming faxes into appropriate folders and distribute when needed. Assist in processing retail orders for the *Fruit, Vegetable and Physical Activity Campaign's* Retail Program. Assist with the organization of large and small conferences. Perform typing request, using Outlook, word, and excel for all staff when needed.
- 10% Other duties as required. Some of these duties require lifting, moving and carrying objects up to 40 pounds.

**DUTY STATEMENT**  
**Administrative Assistant III – Community Development Team**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the direct supervision of the Office Administrator, the Administrative Assistant III (AIII) provides a full range of administrative and clerical support, which includes but is not limited to typing, processing and packaging the annual plan, reports and special projects, regular correspondence, calendaring for support staff and mailings. These tasks require a high degree of organizational skill, initiative, independence, detail orientation, and responsiveness to short timelines from more than one person at the same time; excellent skills in communication, meeting coordination, word processing, proof-reading and editing; aptitude in Word, Excel, Access data entry, PowerPoint, and Outlook in addition to a thorough knowledge of and adherence to office procedures. Specifically, the incumbent performs the following duties:

- 50% Provides a full-range of administrative and clerical support by performing various duties requiring knowledge of systems and procedures and includes but is not limited to word-processing, proof-reading, data entry, making editorial revisions to reports and types letters, memos, forms. Prepares and processes reprographics orders. Supports multiple and concurrent activities and provides guidance to program management. Assists staff in preparation of presentations, conferences, and meeting coordination duties such as coordinating travel and logistics. Prepares internal and external correspondence. Assures that all material is correct in content before and after typing. Coordinates with staff, management, and other organization groups to resolve technical and administrative issues.
- 35% In support of the Unit, will answer, screen, and direct telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries; send and distribute faxes; complete periodic large mailings; conference scheduling, prepare and proofread correspondence, forms, and meeting packets, photocopying, create PowerPoint presentation; and take minutes during meetings; Maintains and applies a high degree of knowledge as to policies and procedures for *Network*, PHI and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.
- 10% Assist the Office Administrator in coordinating timelines, formatting and packaging of the KRA and Interim reports for the completion of these reports. Ensures that necessary supplies and equipment are on hand for staff use. Assists with special projects and seasonal activities.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Administrative Assistant III – Community Development Unit**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the direct supervision of the Office Administrator, and receiving functional direction from the Community Development Unit (CDU), *Network for a Healthy California (Network)*, the Administrative Assistant III (AAlll) provides a full range of administrative and clerical support to CDU. These tasks require a high degree of organizational skill, initiative, independence, detail orientation, and responsiveness to short timelines from more than one person at the same time; excellent skills in communication, word processing, and GIFT's software knowledge, as well as proof-reading and editing skills; aptitude in Word, Excel, Access data entry, PowerPoint, and Outlook in addition to a thorough knowledge of and adherence to office procedures. Specifically, the incumbent performs the following duties:

- 40% Provides a full-range of administrative and secretarial support to CDU by performing various duties requiring knowledge of CDU systems and procedures and includes but is not limited to word-processing, proof-reading, and formatting reports; makes editorial revisions and types letters, memos, forms; Prepares internal and external correspondence. Assures that all material is correct in content before and after typing. Prepares and processes labels, nametags and other items for meetings and conferences making necessary copies and folders. Supports multiple and concurrent activities and provides guidance to program management. Coordinates with staff, management, and other organization groups to resolve technical and administrative issues.
- 25% Coordinates and schedules CDU meetings and teleconferences as requested by staff. Plans and directs the logistics of conferences and meetings by helping to develop agendas, gaining commitment from and working with presenters, coordinating schedules and notifications, reserving the facilities and equipment, and organizing and guiding activities at the meeting as well as taking meeting notes and distributing the notes to the attendees. Compiles, formats and edits documents for mass e-mailing using GIFT's software internally and externally e.g., LIA's, LFNE, etc.
- 15% Disseminates materials and information to off-site employees and LIAs. Assists with managing and compiling data used for presentations. Utilizes database information to prepare spreadsheets to assist in analysis of program and to illustrate information on charts and graphs. Uses creativity and technical skills to develop and present information in an aesthetically pleasing manner.
- 10% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Maintains and applies a high degree of knowledge as to policies and procedures for the *Network*, PHI and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.
- 5% Ensures that necessary supplies and equipment are on hand for staff use. Assists with special projects and seasonal activities. Creates books, binders, and other materials for CDU staff as requested.
- 5% Performs other duties as assigned.

**DUTY STATEMENT**  
**Administrative Assistant III – Communications and Media Team**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the direction of the Office Administrator, the Administrative Assistant III (AIII) will support the Communication and Media Unit (CMU) within the *Network for a Healthy California* (*Network*). The AIII duties will include, but are not limited to word processing, answering telephones, assisting with projects and staff in the Communication and Media Unit. The AIII performs back-up duties to a number of support staff who's job duties include but are not limited to ordering supplies, tracking inventory and ordering material using the online ordering system. The AIII is in-charge of scheduling and planning of events. Also schedules meetings and teleconferences. Specifically, the AIII will perform the following duties:

- 45% Phones, faxes, typing, editing, proofing, and packaging state documents, i.e. SAR's, GOAR's, and CAR's for media approval, and assisting with Bill Analysis. The AIII is responsible for scheduling rooms and meetings using the Microsoft Outlook software and assists with setting-up teleconferences and audio visual equipment. The AIII is required to attend team meetings once a month, contributing ideas for up coming events, typing agenda items, and taking notes
- 20% Responsible for setting up and working at booths for health fair's and events at various locations throughout California. Duties involve preparing for each event by communicating and coordinating with the contact person in advance for appropriate logistics. Responsible for making sure all equipment, inventory, and materials are delivered to the location and brought back to office. Construction of the booth and other equipment at each location and the tear down of booth after each event. Responsible for giving Media information and materials to the public.
- 20% Using the *Network* online ordering system the AIII assists and is back-up for staff and the Fruit, Vegetable, and Physical Activity Campaigns who track inventory and order material for the *Network*. Assist with these assignments by receiving faxes, e-mails, and phone orders for the ordering of materials for Local Incentive Awards. Also attends meetings every other week for online ordering updates. Lead support for sending out *Invitations to Bid* (ITB) for printing materials and communicates with printers for appropriate completion.
- 5% *Network* Media Library – Responsible for keeping information and materials updated and stocked with new printed items and replenish all other inventory when necessary. Communicates with the Program Development Section Chief and Marketing Manager II – Communications and Media Unit Lead on-ordering necessary inventory for items needed for meetings and conferences.
- 10% Performs other duties as required or necessary.

**DUTY STATEMENT**  
**Administrative Assistant III – Regional Operations and Training Team**  
***Network for a Healthy California – Administrative Operations Section***  
**Public Health Institute**

Under the general direction of the Office Administrator, the Administrative Assistant III (AIII) will assist with specific assignments for the Section. The AIII duties will include, but are not limited to word processing, scheduling meetings, and answering incoming phone lines. The AIII will attend conferences when needed and assist with all Admin duties for multiple events. Will be lead on binder set-ups and maintenance for Reference Manual for support staff. The AIII will support specific staff assigned to this position and be lead for all their assignments.

50% This position requires the AIII to support separate Units: the Nutrition Education Coordinators Unit (NECs) and Regional Operations & Training Unit. The AIII will also be a back up position in assisting the *Fruit, Vegetable & Physical Activity Campaigns*. The support for these Units will require using multiple software programs: Word, Excel, Outlook, Power Point, Access and have knowledge of GIFTS for data base updates. This position requires the AIII to use a high level of multi tasking and software skills for multiple assignments for multiple units.

30% Responsible for back up of other Units when needed for extra projects and conference assignments. The AIII will schedule rooms for meetings and conferences and set-up teleconference calls for staff when needed and answer phones. Be lead on the Administrative Assistance Reference Manual by keeping up on all updated materials and sending out appropriate information e-mails when necessary to support staff. The AIII will schedule meetings when needed to update all support staff for the Administrative Assistant Reference Binders. The AIII will be lead in organizing Bi-monthly clerical meetings by working directly with the Office Administrator to develop agendas and necessary documentation. Assist all support staff when needed in putting together packets, name tags, and documents for meetings.

10% Send and distribute faxes, sort incoming faxes into appropriate folders and distribute when needed. Assist Office Administrator when needed for state documents, using appropriate state procedures.

10% Other duties as required.

**DUTY STATEMENT**  
**Administrative Assistant IV – Regional Network Team**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the supervision and direction of the Office Administrator, and receiving functional direction from the Manager of the Regional Network (RN) Unit, *Network for a Healthy California (Network)*, the Administrative Assistant IV (AAIV) position provides a full range of high level administrative duties, working independently with the RN Unit. These tasks require a high degree of organizational skill, initiative, independence, detail orientation, and responsiveness to short timelines from more than one person at the same time; excellent skills in communication, meeting coordination, high level of word processing skills, proof and editing skills; additionally skills in data entry by using Access in addition to a extensive knowledge of the CX3 program and information, and documentation of the program. Specifically, the incumbent performs the following duties.

- 40% The CX3 Tier1 Trainings; are conducted at least bi-weekly and the AAIV is responsible for invitations, setup, and computer lab assistance. The AAIV assist with GIS training for selected group of counties, this requires an extensive knowledge of the GIS program in order to assist in answering questions, float the floor, and walk through training exercises for those needing additional assistance. Create training materials and packets with survey tools and instructions for Tier1 training. Field calls from sites with questions regarding the tools and GIS. Handling administrative tasks for training, by keeping a data base and email correspondence to participants with training details, registration, meals, and materials. Organize Tier1 data by county, neighborhood and tools and make accessible to CX3 team at all times.
- 30% The CX3 Tier2 Trainings; Preparation for field work training. Research area where training is to be held and find stores to be surveyed, calls stores to verify they are appropriate for training exercise. Create a map of area identifying stores and indicate which team is to survey which stores for the field work training. Assist and train team on walk ability tool and store survey tool. Create training materials and packets with survey tools and instructions for Tier2 training (“in the field” training). Go through survey tools, walk ability, store surveys, and answer questions for participants. Handle registration, meals, and training materials. Maintain a CX3 calendar for all upcoming trainings and meetings. Handle all data (organize, file, input). Create multiple reports (detailed, summary) for all data, for all sites. Maintain FTP website where data and reports are posted for all sites. Organize Tier2 data by county, neighborhood and tool and make accessible to CX3 team at all times.
- 15% RN – Maintains contact lists (internal and external) and RN Maps for all Regions. Program Letters, PowerPoint Presentations. Sets up teleconference calls, take minutes for monthly meetings. Orders articles, and creates documents for PDFs, mailing of RN Progress Reports and analysis meetings.
- 10% YE (Youth Empowerment) Project – Creates and maintains contact lists for all Pilot sites. Create mailings and packets for meetings. Works with Youth in Focus and sets up all sites to attend conferences. Create posters, work with video crew to create videos and create website for YE. Create YE pilot binders and work with training sites to use Survey Monkey. Help create budget and organize off-site for Youth Empowerment conference (calculate expenses within budget and find site, create menu, handle overnight arrangements for youth, youth leaders and trainers, etc...) Create posters of youth to be shown at conference and meetings. Create handouts of maps and fact sheets to be distributed to all sites and Network. Maintain a Youth Empowerment calendar for all upcoming trainings and meetings.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Contract Administrator I**  
***Network for a Healthy California, Administrative Operations Section***  
**Public Health Institute**

Under the general direction of the Staff Services Manager of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, Administrative Operations Section, the Contracts Administrator I is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of at least fifteen local contracts with special emphasis on nutrition education and promotion of physical activity among low-income households with children.

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.

Contracts Administrator I (CA 1) 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* program.

40% Responsible for developing, negotiating, implementing, and monitoring contracts for the Network's Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, County Office of 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 amendments. 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 CA 1 will be responsible for the review and approval of fiscal portions of LIA interim and final progress reports.

20% 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking

- requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*.
- 10% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, contracting entities, health providers, and department personnel.
  - 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.
  - 10% Develops Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.
  - 5% Special Projects as assigned such as Program letters, updates to Policies and Procedures Contract Manager Desk Manual, updates to LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.
  - 5% Performs other duties as required.

**DUTY STATEMENT**  
**Contracts Administrator I**  
*Network for a Healthy California* – Administrative Operations Section  
**Public Health Institute**

Under the supervision of the Administrative and Fiscal Services Unit manager of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, Administrative Operations Section, the Contracts Administrator I is responsible for providing personnel support and drill coordination to the Section. Specifically, the CA I will perform the following duties:

- 80% Prepare personnel documents for recruitment of new hires, transfers, promotions, reclassifications, etc. for the *Network*. Oversees preparation of Request for Personnel Actions (RPAs) and related personnel documents. Develops duty statements, organization charts, freeze exemptions, reclassification justifications and other documentation required by Personnel. Creates interview panels, develops interview questions, and works closely with the Branch Administrative Assistant and the Personnel Section as necessary on related issues. Assist with *Network* personnel transition plan to convert certain PHI employees to state employment.
- 15% Coordinate and track drills assigned by Branch, Division, Budgets, Accounting, Contracts and other departments. Work with SSM I to clarify assignment and to triage drill to appropriate person to respond. Update drill tracking log to ensure responses are timely and deadlines are met. Check with person that is assigned a drill prior to deadline to ensure timely completion. Forward completed drill to SSM I to review and then to Branch with copies to Section Chief and supervisor. Place completed drill in Outlook folder.
- 5% Perform other duties as assigned.

**DUTY STATEMENT**  
**Contracts Administrator I**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

**Summary**

Under the general direction of the Staff Services Manager I of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Contracts Administrator I is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of at least twenty local contracts with special emphasis on nutrition education and promotion of physical activity among low- income households with children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**65% Contracts and Grants Administration**

- Participates in the Local Incentive Awardee funding award process and subsequent contracting process.
- Works closely with the Program Managers to develop, negotiate, implement, and monitor contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, school districts, and park and recreation agencies, faith, food security, and healthy cities).
- Monitors approximately 15 Local Incentive Awardee contracts and/or special grants and with increasing degrees of complexity to include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conduct site visit reviews, processes contracts and amendments, and reviews and analyzes progress reports.
- Tracks expenditures of assigned LIA contracts using Excel and/or any designated fund accounting software program.
- Reviews contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors.
- Facilitates the invoice payment process through the CDPH or PHI Accounting Office.
- Prepares necessary encumbering and disencumbering forms.
- Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. (Failure of contractors to appropriately document in-kind will result in loss of Federal matching funds from USDA.)
- Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract, Accounting and Budgets Offices) with minimal direction. Participates in oral presentations to the public about the LIA Program.
- Assists in training LIA participants and grantees on federal and state fiscal and program requirements.

**25% Reports**

- Assists the Staff Services Manager I with Department data requests for fiscal analysis, allocation reports, and other fiscal information.

- Tracks Department assignments to ensure that all work is complete and deadlines are met. Provides back-up support to the CDPH Accounting Associate with regard to budget and Accounting assignments. Assists with writing the administrative and fiscal sections of the USDA annual plan and USDA interim and final reports.
- Assists with other writing assignments including Budget Change Concepts and Proposals, as needed.
- Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.
- Participates on various program quality improvement projects.

**5% Request for Proposals (RFPs) and Request for Applications (RFAs)**

- Assists in the development of Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.

**5% Other duties as required**

**DUTY STATEMENT**  
**Contracts Administrator II-Supervisor**  
***Network for a Healthy California – Administrative Operations Section***

The Contracts Administrator II (CA II) under the direction of the Staff Services Manager I and Program Administrator III (PA III) will manage the fiduciary administration of a statewide master contract that supports the social marketing campaign targeting low-income adults through increased consumption of fruits and vegetables and improved levels of physical activity. The CA II works as a member of the PHI Administrative Unit by providing leadership on the processes of: budget development, monitoring and reporting of financial activity; oversee the procurement for a multi-year master contract, and provide supervision of accounting staff. The CA II will provide ongoing technical assistance for the contract staff and unit leads by developing unit budgets and issuing periodic, unit spending reports. Other duties include reviewing and clarifying accounting methods for state/federal/PHI budget formats. The position will provide guidance and assistance during development and implementation to staff in preparing a variety of documents, reports, and data collection for annual USDA plans. Specifically, the CA II will perform the following duties:

- 10% Takes lead administrative oversight of processes for budget development and financial data analysis; procurement and supervise accounting staff.
- 10% Specific responsibilities focus on accounting and analysis of spending procedures and projections for annual project activities provided to PA III and unit lead staff on a periodic basis. Review, process and forward corporate monthly master invoices to state accounting.
- 10% Evaluates and examines policies and procedures and processes related to budgeting, finance and accounting to ensure compliance with master contract.
- 10% Maintain accounting controls and advise program administrators and act as liaison with unit lead staff regarding financial data for analyses and maintain various spreadsheets and periodic budget reports for unit leads. Provide daily guidance for accounting assistants and provide program administrators with periodic work load updates.
- 10% Maintains and tracks all budgets and expenditures, prepares and processes all purchase orders, check requests, prior approvals, sole source justifications and other purchasing documents. Researches and resolves vendor issues relating to purchases, and acts as liaison between the department and vendors.
- 15% Provide technical assistance on budget development and monitoring to staff who are responsible for initiating expenditures; provide budgeting orientation for new staff, including new technology and applications for managing master contract business practices as they occur; creating and maintaining intranet master contract and unit budget folders;
- 5% Reconciles accounting books with PHI's Lawson records and initiates journal entry change requests, as needed. Readies and submits line item transfers, supplemental funds requests, and other agreement modifications as needed.
- 15% Provide guidance for staff and vendors on the use of budgetary data for effectively managing contractual scopes of work to improve completion of deliverables; conduct review of all PHI related expenditures to assure USDA allowable/unallowable guidelines are followed and work with program managers on responding to queries from all sources, about any of the master contract budgetary processes.

- 5% Develops, maintains, and distributes various spreadsheets necessary for accurate, up-to-the-minute financial decisions by program management.
- 5% Oversee work with GIFTS administrator as needed to provide master contract information for the GIFTS database.
- 5% Other duties, as required.

**DUTY STATEMENT**  
**Contracts Administrator II**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the general direction of the Staff Services Manager I of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Contracts Administrator II (CA II) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of ten local contracts with special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills. Duties include but are not limited to:

- 30% Participates in the Local Incentive Awardee funding award process and subsequent contracting process. The incumbent works closely with the Program Managers to develop, negotiate, implement, and monitor contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, school districts, and park and recreation agencies, faith, food security Task Force, and healthy cities).
- 15% Track expenditures of assigned LIA contracts using Excel and/or any designated fund accounting software program. Reviews contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Prepares necessary encumbering and disencumbering forms. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met.
- 20% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract, Accounting and Budgets Offices) with minimal direction. Participates in oral presentations to the public about the LIA Program. Assist in training LIA participants and grantees on federal and state fiscal and program requirements. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel. Participates on various program quality improvement projects.
- 25% Assists the Staff Services Manager I with Department data requests for fiscal analysis, allocation reports, and other fiscal information. Tracks Department assignments to ensure that all work is complete and deadlines are met. Provides back-up support to the CDPH Accounting Associate with regard to budget and Accounting assignments. Assists with writing the administrative and fiscal sections of the USDA annual plan and USDA interim and final reports. Assists

with other writing assignments including Budget Change Concepts and Proposals, as needed

5% Assists in the development of Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts..

5% Performs other duties as required.

**DUTY STATEMENT**  
**Contracts Administrator II**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the general direction of the Staff Services Manager I of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Contract Administrator II (CA II) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of ten local contracts with special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills. Duties include but are not limited to:

- 30% Participates in the Local Incentive Awardee funding award process and subsequent contracting process. The incumbent works closely with the Program Managers to develop, negotiate, implement, and monitor contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, school districts, and park and recreation agencies, faith, food security Task Force, and healthy cities).
- 15% Track expenditures of assigned LIA contracts using Excel and/or any designated fund accounting software program. Reviews contractor invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Prepares necessary encumbering and disencumbering forms. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met.
- 20% Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract, Accounting and Budgets Offices) with minimal direction. Participates in oral presentations to the public about the LIA Program. Assist in training LIA participants and grantees on federal and state fiscal and program requirements. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel. Participates on various program quality improvement projects.
- 25% Assists the Administrative Manager with Department data requests for fiscal analysis, allocation reports, and other fiscal information. Tracks Department assignments to ensure that all work is complete and deadlines are met. Provides back-up support to the CDPH Accounting Associate with regard to budget and Accounting assignments. Assists with writing the administrative and fiscal sections of the USDA annual plan and USDA interim and final reports. Assists with other writing assignments including Budget Change Concepts and Proposals, as needed.

- 5% Assists in the development of Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts.
  
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Contract Administrator II**  
*Network for a Healthy California – Administrative Operations Section*  
**Public Health Institute**

Under the general direction of the Staff Services Manager I of the California Department of Public Health, (CDPH) Cancer Control Branch (CCB), the Contract Administrator II (GA II) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of media contract and up to ten special projects contracts with emphasis on nutrition education and promotion of physical activity among food stamp eligible households with children. The position requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills. Duties include but are not limited to:

- 35% Provides program and fiscal technical assistance to media contractor and up to ten local contractors with special emphasis on nutrition education and promotion of physical activity among low- income households with children. Ensure effective integration of nutrition education, training, media, and community mobilization strategies to achieve the *Network's* program objectives. Consultative activities will include reviewing and negotiating scope of works and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
- 25% Monitors and evaluates contractor's work scope and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Prepares work orders for media contract and 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 software and/or the Grant Information Fund Tracking System (GIFTS). Monitors the media contract in Quick Books and develops monthly expenditure reports. Utilizes CDPH, CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.
- 20% Responsible for the development and implementation of CCB 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.
- 15% Writes Desk Manual policy sections, prepares subsequent Program Letters, directs web site updates for Special Projects and Regional Infrastructure Unit. Prepares program work plans, program reports, bill analyses, and informational summaries. 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.

**Duty Statement**  
**Database Administrator I**  
*Network for a Healthy California (Network)*

Under the general supervision of the Information Technology & Systems Improvement Unit Manager, Cancer Prevention and Nutrition Section (CPNS), the Database Administrator I position is responsible to create database structures that consolidate the conceptual, logical and physical models of data stored by CPNS; to improve the quality, accuracy and integrity of information and data resources; implement policies and standards for data modeling, conceptual database design, as well as data naming and meta data documentation standards; install, maintain, monitor and tune database management systems to ensure optimal performance; and to perform a variety of technical tasks relative to assigned area of responsibility.

- 20% Database Management: Responsible for the management CPNS data. This involves compiling and importing data from various sources within CPNS, performing data validation, and running batch updates.
- 15% Training and Technical Assistance: Provide technical assistance and training to CPNS staff on how to use the database systems. Instruct users on CPNS procedures for standardized data entry. Provide hands-on training to new users and classroom-style trainings for ongoing user education. Update tip sheets and procedural documentation regularly.
- 20% Development: Develop and modify databases based on logical models, designs and requirements; document and communicate changes. Participate in systems analysis, design and implementation; advise and consult with CPNS users during systems analysis. Develop CPNS wide standards and preferred methodologies for use of the database management system environment and associate application development. Ensure USDA and State mandated data collection efforts are met by program
- 30% Database Maintenance: Install and maintain software for standard database management systems and data administration support; establish procedures for database operation, control and recovery. Monitor database performance and fine tune for optimal performance; respond to system problems that may affect the database.
- 10% Data Compilation for USDA Plan/Report: Responsible for compiling data from Project Summary Forms via custom Access database, then generating reports according to the USDA Plan template and the USDA Report template. Also includes assisting in the development of the Project Summary Form annually to ensure the data is easily importable.
- 5% Other duties as required. Including but not limited to compiling, importing, and updating data from various sources within CPNS, performing data validation, and running batch updates, adding/deleting users, setting permissions, backing up the SQL database and restoring if needed.

**Duty Statement**  
**Database Administrator II (IT Unit Lead)**  
***Network for a Healthy California – Administrative Operations Section***

Under the general supervision of the Administrative Operations Section Chief, *Network for a Healthy California (Network)*, the Database Administrator II (DBA II) is responsible for managing the Information Technology & Systems Improvement Unit (IT Unit). The DBA II oversees the five IT staff (consisting of web designers, help desk specialists, and database programmers), provides IT project management, and plans for the future IT needs of the *Network*.

- 30% Management and Oversight: Provide day-to-day management of *Network* IT Unit staff and provide oversight on all IT-related projects (including, but not limited to Web site creation and management, database creation and management, online forms, online surveys, data import/export, desktop support services, LAN management, and software support).
- 20% Planning and Technical Assistance: Analyze information needs for section and make recommendations to senior management. Recommend internal policies for the section and formulate responses to department IT policies. Provide technical assistance to other units concerning future programmatic needs, data security, data management, web projects, database needs, etc.
- 20% GIFTS Project Management: Oversee implementation, administration and ongoing improvement of a section-wide database of contractor information, using Microedge GIFTS software, which provides querying and reporting capacity necessary to respond to requests from USDA and CDPH.
- 15% Other IT Project Management: Oversee programming and management of the web-based Semi-Annual Activity Reporting (SAAR) system. Manage data importation process for other electronic forms (Project Summary, EARS, etc).
- 10% IT Representation: Represent IT perspective for internal *Network* meetings (Senior Staff, workgroups, planning committees, etc) and represent CPNS in Division/Department level IT meetings (CDIC LAN Team, etc).
- 5% Other Duties as Required: Performs other duties as assigned by the immediate supervisor.

**DUTY STATEMENT**  
**Development Specialist I**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the general direction of the Health Program Specialist II, within the *Network for a Healthy California (Network)*, the Development Specialist I will provide planning, program development, and development technical assistance and support to health improvement-oriented nutrition and physical activity action projects at state, regional, and local levels. In this role, the Development Specialist I will assist in the coordination and collaboration of community-based programs with ongoing statewide social marketing campaigns that promote healthy eating and physical activity. Duties include but are not limited to:

- 20% Assists with the empowerment of communities, groups, and individuals to plan and organize nutrition and physical activity projects for well-identified, high-priority target populations. Facilitates the development of effective action strategies for communities using proven social marketing channels and methods. Assists communities in identifying local leadership to be involved in planning, implementing, and/or maintaining local or regional nutrition and physical activity campaigns. Assists in identifying and obtaining appropriate resources and funding for the implementation of social marketing channels and effective strategies that promote healthy eating and physical activity at the state, regional, or community level.
- 20% Assists the Health Program Specialist II in planning, development, implementing the faith outreach channel for dissemination of health promotion messages, targeting African Americans and Latinos. Oversees the formative research, development of plan, release of competitive applications, awarding of funding based on specified criteria, monitoring and providing technical assistance to funded demonstration projects, evaluating and reporting outcomes, and summarizing recommendations related to future expansion of this social marketing channel.
- 15% Oversees the annual review and approval of selected contract work scopes submitted by specific Local Incentive Awardees (local health department, schools in limited income communities, American Indian tribal organizations) eligible to receive *Network* matching funds. Monitor and provide technical assistance, as appropriate, related to the selected contracts with *Network* Incentive Awardees.
- 15% Stimulates the development of grant applications and assist with other resource development activities related to expansion of social marketing campaigns that promote nutrition education and physical activity. Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with nutrition physical activity communications and interventions.

- 10% Helps communities develop strategies to sustain effective nutrition education interventions and/or programs and expand community resources through public/private partnerships. Assists communities in developing and sustaining productive working relationships with major participants in local nutrition and physical activity campaigns such as schools, community-based organizations, retail/food industry, local media, social service/civic organizations, and other business sectors.
- 10% Assists in providing technical assistance to local government, and related community organizations, including counties and cities. Determines community assets, determine the gaps and opportunities to collaborate. Evaluates the results of their interventions, report outcomes, revise plans for continuing projects, and make recommendations regarding the potential replication of such interventions in other communities. Assists in the future compiling of the experience of these city/community projects, along with information from similar projects across the nation, into Community Planning Guide for city leaders. Special projects may include Life Skills Training, Welfare to Work Programs, Food Security Programs, Domestic Violence, and Better Education Better Income.
- 5% Assists the Health Program Specialist II with maintaining effective working relationship with the *Network* Steering Committee. Work closely with the Steering Committee members on specific collaborations and to secure expanded partner participation.
- 10% Performs other duties as requires

**DUTY STATEMENT**  
**Development Specialist I**  
*Network for a Healthy California*  
**(Proposed)**

Under the general direction of the Health Program Specialist II, within the *Network for a Healthy California (Network)*, the Development Specialist I will provide planning, program development, and development technical assistance and support to health improvement-oriented nutrition and physical activity action projects at state, regional, and local levels. In this role, the Development Specialist I will assist in the coordination and collaboration of community-based programs with ongoing statewide social marketing campaigns that promote healthy eating and physical activity. Duties include but are not limited to:

- 20% Assists with the empowerment of communities, groups, and individuals to plan and organize nutrition and physical activity projects for well-identified, high-priority target populations. Facilitates the development of effective action strategies for communities using proven social marketing channels and methods. Assists communities in identifying local leadership to be involved in planning, implementing, and/or maintaining local or regional nutrition and physical activity campaigns. Assists in identifying and obtaining appropriate resources and funding for the implementation of social marketing channels and effective strategies that promote healthy eating and physical activity at the state, regional, or community level.
- 20% Assists the Health Program Specialist II in planning, development, implementing the faith outreach channel for dissemination of health promotion messages, targeting African Americans and Latinos. Oversees the formative research, development of plan, release of competitive applications, awarding of funding based on specified criteria, monitoring and providing technical assistance to funded demonstration projects, evaluating and reporting outcomes, and summarizing recommendations related to future expansion of this social marketing channel.
- 15% Oversees the annual review and approval of selected contract work scopes submitted by specific Local Incentive Awardees (local health department, schools in limited income communities, American Indian tribal organizations) eligible to receive *Network* matching funds. Monitor and provide technical assistance, as appropriate, related to the selected contracts with *Network* Incentive Awardees.
- 15% Stimulates the development of grant applications and assist with other resource development activities related to expansion of social marketing campaigns that promote nutrition education and physical activity. Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with nutrition physical activity communications and interventions.

- 10% Helps communities develop strategies to sustain effective nutrition education interventions and/or programs and expand community resources through public/private partnerships. Assists communities in developing and sustaining productive working relationships with major participants in local nutrition and physical activity campaigns such as schools, community-based organizations, retail/food industry, local media, social service/civic organizations, and other business sectors.
- 10% Assists in providing technical assistance to local government, and related community organizations, including counties and cities. Determines community assets, determine the gaps and opportunities to collaborate. Evaluates the results of their interventions, report outcomes, revise plans for continuing projects, and make recommendations regarding the potential replication of such interventions in other communities. Assists in the future compiling of the experience of these city/community projects, along with information from similar projects across the nation, into Community Planning Guide for city leaders. Special projects may include Life Skills Training, Welfare to Work Programs, Food Security Programs, Domestic Violence, and Better Education Better Income.
- 5% Assists the Health Program Specialist II with maintaining effective working relationship with the *Network* Steering Committee. Work closely with the Steering Committee members on specific collaborations and to secure expanded partner participation.
- 10% Performs other duties as requires

**DUTY STATEMENT**  
**Development Specialist I**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the general direction of the Health Program Specialist II, within the *Network for a Healthy California (Network)*, the Development Specialist I will provide planning, program development, and development technical assistance and support to health improvement-oriented nutrition and physical activity action projects at state, regional, and local levels. In this role, the Development Specialist I will assist in the coordination and collaboration of community-based programs with ongoing statewide social marketing campaigns that promote healthy eating and physical activity. Duties include but are not limited to:

- 20% Assists with the empowerment of communities, groups, and individuals to plan and organize nutrition and physical activity projects for well-identified, high-priority target populations. Facilitates the development of effective action strategies for communities using proven social marketing channels and methods. Assists communities in identifying local leadership to be involved in planning, implementing, and/or maintaining local or regional nutrition and physical activity campaigns. Assists in identifying and obtaining appropriate resources and funding for the implementation of social marketing channels and effective strategies that promote healthy eating and physical activity at the state, regional, or community level.
- 20% Assists the Health Program Specialist II in planning, development, implementing the faith outreach channel for dissemination of health promotion messages, targeting African Americans and Latinos. Oversees the formative research, development of plan, release of competitive applications, awarding of funding based on specified criteria, monitoring and providing technical assistance to funded demonstration projects, evaluating and reporting outcomes, and summarizing recommendations related to future expansion of this social marketing channel.
- 15% Oversees the annual review and approval of selected contract work scopes submitted by specific Local Incentive Awardees (local health department, schools in limited income communities, American Indian tribal organizations) eligible to receive *Network* matching funds. Monitor and provide technical assistance, as appropriate, related to the selected contracts with *Network* Incentive Awardees.
- 15% Stimulates the development of grant applications and assist with other resource development activities related to expansion of social marketing campaigns that promote nutrition education and physical activity. Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with nutrition physical activity communications and interventions.

- 10% Helps communities develop strategies to sustain effective nutrition education interventions and/or programs and expand community resources through public/private partnerships. Assists communities in developing and sustaining productive working relationships with major participants in local nutrition and physical activity campaigns such as schools, community-based organizations, retail/food industry, local media, social service/civic organizations, and other business sectors.
  
- 10% Assists in providing technical assistance to local government, and related community organizations, including counties and cities. Determines community assets, determine the gaps and opportunities to collaborate. Evaluates the results of their interventions, report outcomes, revise plans for continuing projects, and make recommendations regarding the potential replication of such interventions in other communities. Assists in the future compiling of the experience of these city/community projects, along with information from similar projects across the nation, into Community Planning Guide for city leaders. Special projects may include Life Skills Training, Welfare to Work Programs, Food Security Programs, Domestic Violence, and Better Education Better Income.
  
- 5% Assists the Health Program Specialist II with maintaining effective working relationship with the *Network* Steering Committee. Work closely with the Steering Committee members on specific collaborations and to secure expanded partner participation.
  
- 10% Performs other duties as requires

DUTY STATEMENT  
Public Health Institute  
Development Specialist II (DS II)

Under directions of the section chief and the Public Health Nutritionist III, the Development Specialist II will serve as the unit lead for Partnership Development for the *Network for a Healthy California*. The lead will develop and maintain Local Food and Nutrition Education Channel (LFNE) infrastructure, including oversight on the scope of work and programmatic concerns related to LFNE subcontracts; fostering new partnerships to create a strong, sustainable LFNE channel. This includes ongoing communication and coordination with Co-chairs and committee members of the Local Food and Nutrition Education Action Committee members, Regional Networks and *Network* Steering Committee members, and *Network* staff to provide a conduit that bridges LFNE and overall *Network* programs and goals. Partnership Development will also include organizing and facilitating three Local Food and Nutrition Education Action Committee (LFNEAC) meetings per year that includes inviting guest speakers relevant to current topics and goals, creating awareness concerning specific LFNE topics, a forum to share project and specific LFNE contract updates and successes; maintaining ties to other *Network*-funded projects through presentations and updates at Regional Networks, *Network* Steering Committee, and *Network*-funded trainings and meetings; and fostering and uniting current and new partnerships relevant to Local Food and Nutrition Education issues. Also, participation as Senior Staff representative for Partnership Development related to LFNE channel.

- 30% Manage scope of work and programmatic concerns related to the LFNE contracts, working with the *Network* Research and Evaluation Team and research consultants; communication/triage for additional resources and staff, and directing contractors to *Network* staff, including research and evaluation, Regional Nutrition Education Coordinators, communications team for Nutrition Education Reinforcement Items (NERI), and other *Network* resources.
- 20% Provide oversight of the FNEAC, including facilitation, inviting guest speakers, meeting coordination, and partnership development, which includes planning and coordinating three meetings per year and participating in other meetings that tie to FNEAC-related activities, and seeking new partners to support this channel.
- 15% Provide program and technical consultation for the LFNE contracts, managing the Request for Application process (every other year), USDA inquiries, and other point of contact/communication issues. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of LFNE projects.
- 10% Assist in the development of the Request for Applications and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Negotiates and recommends approval of contracts.

- 10% Working independently or with others as assigned, perform research, conduct surveys and interviews, compile and interpret data, develop recommendations, and present clear reports of findings both orally and in writing related to LFNE projects and the FNEAC. Utilize project management skills to complete LFNE projects. Timely and accurately complete special projects as assigned. Maintain a work plan to track progress on project assignments. Provide weekly updates to unit manager. Notify unit manager and/or applicable person when sensitive or controversial issues arise, and/or as soon as it's apparent that agreed upon deadlines cannot be met.
- 5% Represent LFNE channel for Network at state level meetings and conferences that pertain to hunger and food access and food stamp promotion, such as Food Stamp and Nutrition Education Outreach and Participation (FANOUT), *Network* Joint Steering Committee and Electronic Benefit Transfer (EBT) Farmers Market Advisory Group.
- 5% Assist in writing case studies, narratives, and journal articles for this channel and/or other aspects of the *Network*.
- 5% Performs other duties as assigned.

**DUTY STATEMENT**  
**Development Specialist II**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the Health Program Specialist II, Policy, Partnerships and Planning Unit Lead, within the *Network for a Healthy California (Network)*, the Development Specialist II (DS II) is responsible for assisting in the planning of program, partner, and resource development. The DS II provides technical assistance and support for nutrition and physical activity action projects at state, regional and local levels. As a member of the Policy, Partnerships and Planning Unit, the DS II is responsible for maximizing the involvement and contributions of *Network* partners in policy development, via the *Network* Steering Committee, action teams/working committees, and in coordination with the *Network's* Policy, Partnerships and Planning Unit. The DS II will support the establishment of public and private sector funding opportunities for the *Network*, Fruit, Vegetable & Physical Activity Campaigns, and local, regional partners. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

- 60% Provides planning and staff support for the operation of the *Network* Steering Committee (NSC), with particular emphasis on maintaining working relations with the NSC Policy Action Teams for subject areas of Children & Youth, Health Disparities, Food Assistance, Adults, and Physical Activity. Major support activities include working closely with the *Network* Policy, Partnerships and Planning Unit to assure that Policy Action Teams activities correlate with the policy platform and its planned directions. Monitors legislation, elements of state budget, and advocacy events that effect *Network* goals and objectives. Maintains list of active legislation and calendar of events for advocacy related activities. Performs research and correspondence activities for bill analyses. Develops background information, issue briefs, and fact sheets to support *Network* goals and objectives.
- 20% Supports *Network* relationships with partners and potential partners in public, nonprofit, and proprietary sectors for long-term participation and collaboration on priority issues and activities of strategic and tactical importance for the *Network* action agenda. Fosters communication with partners to assure their continued knowledge and support of *Network* activities. Supplies information about regular opportunities for partner involvement through such mechanisms as *Network* Steering Committee, *Network* Policy Action Teams, working committees and special projects requiring specialized knowledge, skills, and experience of *Network* partners.
- 10% Sustains awareness of supplemental and special projects funding for *Network* programs, from public and private sources and opportunities for fund development. Provides staff support to the Resource Development Action Team and annual Resource Development Action Plan. Collaborates on grant proposals and applications for funding of *Network* programs, and projects. Provides technical

assistance for grant proposal development for state, regional, and local partners and contractors.

- 5% Collaborates with the *Network* Chiefs, staff, other members of the Policy, Partnerships and Planning Unit, the Community Development Team, Fruit, Vegetable & Physical Activity Campaigns, and other *Network* programs/projects.
- 5% Other duties as assigned.

**DUTY STATEMENT**  
**Development Specialist III**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the supervision of the Policy, Planning and Evaluation Section Chief, *Network for a Healthy California (Network)*, the Development Specialist III (DS III) is responsible for planning program, partner, and resource development, and providing technical assistance and support for nutrition and physical activity action projects at state, regional and local levels. The DS III is responsible for maximizing the involvement and contributions of partners to the *Network* and *Fruit, Vegetable, and Physical Activity Campaign*, via the *Network* Steering Committee, action teams/working committees, while collaborating with the *Network's* Policy and Planning Unit and leading the Partnership Development Team. The DS III will seek public and private sector funding opportunities for the *Network, Fruit, Vegetable, and Physical Activity Campaign*, local and regional partners, and facilitating the planning and activities of the Resource Development Policy Action Team. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

- 30% Develops and implements strategies to improve and strengthen *Network* partnerships to enhance and expand *Network* programs and campaigns. Develops, maintains, facilitates, and assesses *Network* relationships with partners and potential partners in public, nonprofit, and proprietary sectors for long-term participation and collaboration on priority issues and activities of strategic and tactical importance for the *Network* action agenda. Maintains communication with partners to assure their continued knowledge and support of *Network* activities. Provides leadership and management of Partnership Development Team and *Network* partnership development strategies and activities. Coordinates Partnership Development Team participation in public relations and partnership event planning and activities. Represents Partnership Development Team on internal and external *Network* work groups.
- 25% Provides leadership, planning, and staff support for the operation of *Network* and *Network* Steering Committee (NSC), with particular emphasis on maintaining working relations with the NSC co-chairs, Subcommittees and Action Teams developed under the NSC umbrella. Major support activities include developing meeting agendas, working closely with the *Network* Communications Team to publicize meetings and development of logistical details, working closely with the *Network* Research and Evaluation Unit to evaluate the quality and outcomes of meetings and activities, and working closely with the *Network* Policy and Planning Unit to assure that NSC member activities correlate with the *Network* policy platform and its planned directions. Expands and maximizes the influence and capacity of the NSC. Facilitates NSC Executive Committee leadership and participation. Organizes and supports activities and priorities of Policy Action Teams of the NSC.
- 20% Develops and collaborates on resource development and grant proposals for funding of *Network* programs and projects. Provides coordination of grant writing and partnership funding proposals for the establishment of state, regional, local partners and contractors. Manages and provides leadership for the Resource Development Policy Action Team and *Network* resource development activities. Maintains awareness of supplemental and special projects funding for *Network* programs from public and private sources and opportunities for fund development. Manages special projects to establish new funding and partnership opportunities.
- 20% Provides support for the ongoing development, operation, and assessment of the statewide infrastructure of agencies, advisory groups, and projects at local and regional levels that participate in specialized *Network* programs and activities. Provides direct and consistent assistance to the regional collaborative lead staff for the reorganization of regional collaboratives. Collaborates with *Network* management, the *Network* Policy Action Team, the Community Development Team, *Fruit, Vegetable, and Physical Activity Campaigns*, and *Network* programs/projects while working to develop and enhance relationships between *Network* staff, campaigns, funded programs, and special projects.
- 5% Other duties as assigned.

**DUTY STATEMENT**  
**Evaluation Specialist II**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the supervision of the Research Scientist II, the Evaluation Specialist II (ESII) is responsible for developing and implementing a variety of evaluation activities related to a multi-program, multi-site statewide food stamp nutrition education campaign, including implementing an evaluation plan of *Network for a Healthy California (Network)* activities; training staff and contractors on evaluation theory, criteria and expectations; analyzing evaluation data; and documenting evaluation results. The ESII works as part of the research team to maintain theoretical consistency between statewide evaluation design and program implementation. This position will work with program managers and external advisors to: determine training and technical assistance needs of local grantees and assist them develop and refine their food stamp nutrition education intervention and evaluation strategies; develop and conduct training and technical assistance for grantees on assessment and self-reflection for quality improvement and program implementation; refine and coordinate data tracking systems, databases, data collection, and data analysis for on-going feedback from multiple grantee sites; review and synthesize key themes, outcomes, and lessons from evaluation and project activities; provide analysis for quality improvement of partnership technical assistance and grantee support; develop written analyses, resource documents, case studies, reports and literature reviews; work in concert with program directors and staff on cross-disciplinary activities and events; coordinates USDA progress reporting for evaluation staff; and leads new evaluation staff orientation and training. Specific duties include:

- 40% Leads planning, TA, and monitoring of impact evaluation of large-scale *Network*-funded projects. Acts as evaluation liaison with *Network*-funded partners to provide input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for food stamp nutrition education projects to assess the extent and suitability of evaluation measures proposed or already in place. Identifies validated instruments for evaluation of *Network* objectives. Works on the development and maintenance of the theoretical evaluation framework and coordinates it with development of evaluation and assessment materials.
- 10% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.
- 15% Provides support for special internal projects of the *Network*, such as development and testing of new food stamp nutrition education interventions.
- 15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging evaluation issues.
- 5% Works to identify and/or develop appropriate assessment measures for regional program

aspects of *Network* projects, including coordination within the state Regional Network evaluation model; Acts as evaluation liaison for two Regional Network contractors.

- 10% Prepares evaluation reports, and presentations for health, education, and human services professionals, staff, funders, and lay audiences on food stamp nutrition education findings from *Network* FSNE evaluation projects.
- 5% Other duties as required

**Duty Statement**  
**Health Educator III (PHI) – Community Development Section**  
**Public Health Institute**

Under the general direction of the Program Development Section Chief, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

- 40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.
- 20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

- 10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.
- 10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.
- 5% Performs other duties as required.

**Duty Statement**  
**Health Educator III (PHI) – Community Development Section**  
**Public Health Institute**

Under the general direction of the Program Development Section Chief, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

- 40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.
- 20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

- 10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.
- 10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.
- 5% Performs other duties as required.

**Duty Statement**  
**Health Educator III (PHI) – Community Development Section**  
**Public Health Institute**

Under the general direction of the Program Development Section Chief, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

- 40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.
- 20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

- 10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.
- 10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.
- 5% Performs other duties as required.

**Duty Statement**  
**Health Educator III (PHI) – Community Development Section**  
**Public Health Institute**

Under the general direction of the Program Development Section Chief, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

- 40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.
- 20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

- 10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.
- 10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.
- 5% Performs other duties as required.

**Duty Statement**  
**Health Educator III (PHI) – Community Development Section**  
**Public Health Institute**

Under the general direction of the Program Development Section Chief, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

- 40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.
- 20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

- 10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.
- 10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.
- 5% Performs other duties as required.

**Duty Statement**  
**Health Educator III (PHI) – Community Development Section**  
**Public Health Institute**

Under the general direction of the Program Development Section Chief, the Health Educator III (HE III) is responsible for providing nutrition/health and program consultation and technical assistance to public and private agencies related to the planning, implementation, and evaluation of consumer, intermediary, and systems components of the *Network for a Healthy California (Network)*. Working under the direct supervision of the Public Health Nutrition Consultant III (Supervisor) and other members of a multi-disciplinary team, the HE III will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating, physical activity and food security. The HE III will participate in the annual review and approval of local share contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, Indian tribal organizations, and park and recreation agencies) eligible to receive *Network* matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding. Duties include but are not limited to:

- 40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.
- 20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.
- 15% Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Assists in the preparation of Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.

- 10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.
- 10% Prepares of a wide variety of policy, management, technical, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence for various audiences.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Health Educator III - Physical Activity Coordinator**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

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. Under the direction of the Program Development Section Chief and the Health Educator IV (HE IV), the Health Educator III (HEIII) will be a program manager for the *Network for a Healthy California*, Physical Activity Integration Program, a project targeting low-income women and their families and focused on integrating nutrition and physical activity resources in their communities. The incumbent will manage regional contracts for this project and related consultant contracts. The coordinator will oversee research and evaluation activities related to this program and act as a liaison to the Research/ Evaluation Unit. The incumbent will provide technical assistance to other projects within the *Network* and sister programs in the Department to assist with integrating physical activity programs with nutrition education and will consult and assist other units of the *Network* to add physical activity promotion components to campaigns and programs, including communications and policy. The coordinator will act as a physical activity liaison to *Network* Community Development Team, attend unit meetings as needed and will be the representative at various physical activity related committees, meetings, and conferences. The incumbent will also assist the in the organization of the Physical Activity action team of the Network Steering Committee. The coordinator is responsible for staying informed about the latest literature and research pertaining to the integration of nutrition, physical activity, and public health.

- 30% Management and technical assistance to regional contracts, Progress Reports, Funding Research
- 25% Physical Activity liaison to *Network's* Community Development team, projects and activity oversight.
- 25% Research and evaluation activities for the *Network for a Healthy California* Physical Activity Integration Team
- 15% Organization and planning activities for the Network Steering Committee's Physical Activity Integration Team.
- 5% Conferences and other duties as required

**DUTY STATEMENT**  
**Health Educator III - Spanish Translation**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the general direction of the Media/Publications unit, *Network for a Healthy California* (*Network*), California Department of Public Health, 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.

Health Educator III- Spanish Translation  
Public Health Institute

- 5% Reads, edits and translates from English to Spanish language or from a Spanish language to English articles for publication in departmental, professional, and technical journals; coordinates the preparation of materials with funded and partner organizations; assists with a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.
  
- 5% Other duties as assigned

**DUTY STATEMENT –**  
**Health Educator IV - African American Campaign**  
**Network for a Healthy California —Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the general direction of the Marketing Manager I, the Health Educator IV (HE IV) will participate in the design, implementation, and evaluation of a statewide *Network for a Healthy California — African American Campaign (Campaign)* aimed at improving the health of African American families through increased consumption of fruits and vegetables and increased levels of physical activity. The HE IV will ensure the continued success of community-based programs by guiding ongoing social marketing campaigns to promote healthy eating, physical activity and food security among food stamp recipients and other eligible, low-income populations. Responsibilities will include integration of nutrition and physical activity education into community and faith-based outreach strategies and tools; research and pilot testing of new channel interventions; expanding consumer empowerment components of the *Campaign*; and coordinating meetings and trainings. Specifically, the Health Educator IV performs the following duties:

- 45% Provides leadership related to the management of the *Regional Nutrition Network* agencies and Faith-based Community Project contracts to ensure successful accomplishment of objectives, oversees completion of the scope of work activities, and adherence to state guidelines and budgets. In collaboration with other units in the section (*Children’s Power Play Campaign, Latino Campaign, Retail Program, Worksite Program, Regional Network, Partnership, Research, and Communication*) staff, the HE IV will work to establish local contracts and provide on-going contract oversight. Duties include, but are not limited to: auditing programmatic activities, contract reporting and oversight, and coordinating and implementing internal systems to promote streamlined communications and contract management.
- 30% Assists in the advancement of 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. Conducts and/or oversees various qualitative and quantitative nutrition/physical activity research projects (e.g. focus groups, literature reviews, environmental scans, etc...) that aid in the development and formal evaluation of the *Campaign*. The HE IV Participates in the design, implementation and analysis stages of *Campaign* research.
- 20% Builds capacity of the *Regional Nutrition Network* and Faith-based Community 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. LIAs, Local Food and Nutrition Education agencies, *Regional Nutrition Networks*), and partners to improve regional implementation and impact of nutrition and physical activity interventions for African Americans. HE IV will work in collaboration with appropriate CPNS staff and *Network* Lead Agencies in developing and implementing strategies to sustain the *Campaign* within the regions.
- 5% Other duties as required to support the *Campaign*.

**DUTY STATEMENT**  
**Health Educator IV**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the general direction of the Policy, Planning and Evaluation Section Chief, *Network for a Healthy California (Network)*, the Health Educator IV is responsible for

- Providing program management, leadership, and direction for the development, implementation, and evaluation of the Nonprofit Incentive Award (NIA) pilot program, which includes the annual Food Stamp Program (FSP) Access Improvement Plan (AIP);
- Providing program management and oversight for food stamp outreach contractors and subcontractors that are part of the AIP and budget;
- Providing direction for the development and coordination of strategies for local planning and implementation focusing on statewide, county, and community levels of activity that facilitate the provision of information about, and access to, the FSP leading to measurable increases in participation;
- Working closely with USDA Western Regional Office food stamp outreach staff, the California Department of Social Services Food Stamp Policy Bureau, and the Food Stamp and Nutrition Education Outreach (FANOut) Committee to maximize communication and coordination of resources, programs, and services;
- Maintaining an active awareness of additional funding sources and opportunities that may expand, enhance, and strengthen the USDA-funded food stamp outreach initiative and activities and help acquire supplemental funding as indicated; and
- Providing program management and oversight for nutrition education NIA contractors and subcontractors that are part of that SNAP-Ed plan and budget.

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.

- 30% Provides overall program management, contract negotiation, scope of work monitoring, and consultation to the primary food stamp outreach contractors. Consultation activities include monitoring contracts by analyzing progress reports, conducting site visits, and providing timely assistance.
- 30% Provides technical assistance to contractors to ensure effective integration of allowable food stamp outreach activities, basic and advanced training, development and evaluation of media related activities, and the implementation of community-based strategies to achieve the *Network's* food stamp outreach objectives.
- 10% Provides leadership in the development of the annual AIP for submission to USDA. Assists with the technical design, conduct, and interpretation of pilot studies and research projects dealing with food stamp outreach plans 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.

- 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.
- 15% Provides overall program management, contract negotiation, scope of work monitoring, and consultation to the primary NIA nutrition education contracts. Provides staff support to channel-specific advisory committee and special work group meetings as needed. Consultation activities include reviewing and negotiating scopes of work and budgets with contractor(s); monitoring approved contracts by analyzing progress reports, conducting site visits, and by providing timely technical assistance.
- 5% Performs other duties, as requested.

**DUTY STATEMENT**  
**Health Educator IV- Physical Activity**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the direction of the Program Development Section Chief, within the *Network for a Healthy California (Network)*, the Health Educator IV (HEIV) will have responsibilities and co-leadership in the development of the new physical activity campaign for the *Network*. Under research activities, to be sole lead on the California Dietary Practices Survey (CDPS) and related work, monitoring the current contract conducting the CDPS, and will oversee the data analysis of that survey.

- 25% Coordinate and write much of the initial draft report on the CA Dietary Practices Survey. Scientific Review Administrator responsibilities include monitoring the Cancer Research Program grant for calibration of the fruit and vegetable module of the CDPS.
  
- 25% Responsibilities for the physical activity campaign will require involvement in the areas of contract monitoring, resource development, and funding development. Share leadership responsibilities with other program staff; serve as lead staff for both the Research/Funding Workgroup and the Resource Development Workgroup of the Physical Activity Advisory Committee. Oversee all research/evaluation activities ongoing for PA initiative. This includes four research contracts:
  
- 25% Focus Groups, Literature Review, Environmental Scan, Partner Surveys
  
- 25% Lead the creation of a Community Resource Kit on physical activity for local agencies, creation of an Environmental Scanning Tool for local agencies, and implementation of the physical activity components of the *Fruit, Vegetable and Physical Activity Campaigns*. Work with other Section Chiefs and *Network Staff* to plan ahead for a larger scale physical activity initiative, then work with university and other partners to identify additional funding sources for future physical activity initiatives.

**DUTY STATEMENT**  
**Health Educator IV – Regional Networks**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the general supervision and direction of the Program Development Section Chief, the Health Educator IV (HE IV) manages all the activities related to the *Network for a Healthy California (Network)* Regional Lead Agencies. Working under the guidance of the Health Program Specialist II, and in partnership with other members of a multi-disciplinary team, the HEIV will lead the internal coordination and management of the Regional Lead Agencies. The HEIV will work to ensure the continued success of the community-based programs by guiding the ongoing social marketing campaigns and policy work to promote healthy eating, physical activity and food security among food stamp recipients and other eligible, low-income populations. Responsibilities include overseeing all aspects of the Regional Lead Agencies. Specifically; the HEIV performs the following duties:

- 40% Provides leadership related to the management of the Regional *Network* Lead Agencies contracts to ensure successful accomplishment of objectives, oversees completion of the scope of work activities, and adherence to state guidelines and budgets. Works together with *Network* Program staff (e.g. Fruit, Vegetable and Physical Activity (FVPA) Campaigns, Policy, Partnerships and Planning Unit, Research and Evaluation, and Communications and Media) to provide contract oversight. Duties include, but are not limited to: auditing programmatic activities, contract reporting and oversight, and coordinating and implementing internal systems to promote streamlined communications and contract management.
- 40% Builds capacity of the Regional *Network* Lead Agencies to successfully implement social marketing and environmental change promotion strategies and to continuously improve regional interventions and evaluation strategies. Provides technical assistance to *Network* Lead Agencies as needed, assist *Network* Lead Agencies in the design and implementation of training initiatives to improve regional implementation, and assists in development of resources to improve implementation and communication and collaboration at the local level. Assists in collaboration with appropriate *Network* staff and Lead Agencies members in developing and implementing strategies to sustain the Regional Collaboratives and FVPA Campaigns and Programs within the regions.
- 10% Develops and maintains a variety of partnerships in collaboration with appropriate *Network* staff with public and private entities at the state level and throughout the region to assist with implementation of regional scope of work, including, but not limited to state and local health departments, California Department of Education, the American Cancer Society, and California Department of Food and Agriculture.
- 5% Participates in *Network* Joint Steering Committee and Planning and Policy Unit Action Teams. In partnership with Policy, Partnerships and Planning Unit and FVPA Campaigns and Programs Advisory Committee, participates in the development and implementation of identified policy and environmental change objectives and strategies with the Regional Collaboratives as well as FVPA Campaigns and Programs.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Help Desk Specialist**  
*Network for a Healthy California* – Administrative Operations Section  
**Public Health Institute**

Under the general supervision of the Information Technology & Systems Improvement Unit Manager, *Network for a Healthy California (Network)*, the Help Desk Specialist plans, implements, and manages those elements of the *Network* computing infrastructure that are not provided by either ITSD or CDIC. The incumbent provides technical support and technical assistance for desktop and laptop computers running Windows XP and Microsoft Office 2003, as well as other non-standard, specialized software used by the *Network*. The Help Desk Specialist will conduct long-term planning for the acquisition of new computers, printers, scanners and other types of hardware to replace older inventory. The position will also be responsible for tracking the software loaded on individual machines and keeping the *Network* in compliance with licensing agreements.

- 40% Software Installation and PC Support: Perform the installation and maintenance of all hardware and software for *Network* desktops, laptops and servers. Respond to PC support requests from users, in conjunction with CDIC Help Desk staff. Once implemented, utilize a new help desk ticket system to track requests and outcomes.
- 20% Infrastructure Planning and Procurement: Conduct long-term planning for the acquisition of new computers, printers, scanners and other types of hardware to replace older inventory. Procure, re-image and manage all new desktop and laptop computers for the section. Track software loaded on individual machines and ensure compliance with software licensing agreements.
- 20% LAN Administration and Security: In conjunction with CDIC Help Desk, maintain user accounts within the Branch Active Directory organizational unit, including resetting passwords, disabling accounts, updating information, etc. Modify directory security settings for the *Network* portion of the Groups drive. Respond to requests and directives from the CDPH Information Technology Services Division (ITSD) and the CDPH Information Security Office (ISO).
- 15% Training: Provide training and technical assistance as needed for Office 2003 (Word, Excel, Access, PowerPoint, Outlook) and other commonly used applications, either one-on-one or classroom style.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Information Specialist II**  
*Network for a Healthy California* – Administrative Operations Section  
**Public Health Institute**

Under the general supervision of the Information Technology & Systems Improvement Unit Manager, *Network for a Healthy California (Network)*, the Information Specialist II position is responsible for the management and ongoing development on the *Network's* centralized contract management database (GIFTS), as well as other database and helpdesk related projects within the section. The incumbent provides technical support and technical assistance for desktop and laptop computers running Windows XP and Microsoft Office 2003, as well as other non-standard, specialized software used by *Network* Contractors.

- 25% GIFTS Quality Control: Responsible for the management of GIFTS, the section's centralized contract management database. This involves compiling, importing and quality control checking data from various sources within the *Network*. Performs GIFTS data updates when the inaccuracy of the data impacts the success of the *Network*. Performs data validation, and batch updates. This position is also responsible for administrative functions, such as adding/deleting users, setting permissions, backing up the SQL database and database restoral if needed.
- 20% GIFTS Training and Technical Assistance: Provide technical assistance and training to *Network* staff on how to use the GIFTS system. Instruct users on *Network* procedures for standardized data entry. Provide hands-on training to new users. Update online GIFTS tip sheets and procedural documentation regularly.
- 20% Report Writer: Design *Network* reports from the *Network's* Centralized and GIFTS databases for data collection and compiling as needed. Responsible for creating complex reports using GIFTS, Access, and Crystal Reports. Maintain master list of all reports and ensure accessibility to *Network* staff on an as needed basis.
- 25% Back-up for ongoing GIFTS Development: Create tables and forms in GIFTS as data needs change. Create templates for program letters based on hardcopy examples. Design saved searches, views, and reports within GIFTS for use by staff. Continue development of custom methods to track the complex *Network* budget. Interface with Microedge consultants on new features, problems and future enhancements. Compile and import data from various sources. Develop and modify databases based on logical models, designs and requirements; document and communicate changes. Participate in systems analysis, design and implementation; advise and consult with *Network* users during systems analysis. Develop *Network* wide standards and preferred methodologies for use of the database management system environment and associate application development. Install and maintain software for standard database management systems and data administration support; establish procedures for database operation, control and recovery. Monitor database performance and fine tune for optimal performance; respond to system problems that may affect the database.

- 5% Contractor Computer Security: Ensure contractor Encryption database is current and accurate. Ensure yearly validation of security software on all contractor computers. Perform disk wiping procedure on contractor computers that have reached their end of life or contract expiration. Ensure contractor encryption passwords are current, and update contractor information in the Network's centralized database as required. Respond to Contractor security requests and directives from Network Staff, Information Technology Services Division (ITSD) and the CDPH Information Security Office (ISO).
  
- 5% Other duties as required.

**DUTY STATEMENT**  
**Information Specialist II – PC Support**  
*Network for a Healthy California – Administrative Operations Section*  
**Public Health Institute**

Under the general supervision of the Information Technology & Systems Improvement Unit Manager, the Information Specialist II (IS II) plans, implements, and manages those elements of the computing infrastructure that are not provided by either ITSD or CDIC. The incumbent is responsible for the hardware and software strategy for desktop computing, mobile computing. The incumbent plans and implements a training program that provides staff with the opportunity to achieve and maintain competency in the use of Microsoft Office software, including Outlook. The incumbent provides technical support and technical assistance for Windows 2000/XP and Microsoft Office 2000/XP/2003 applications necessary for efficient operation. The incumbent installs and provides first level assistance with non-standard, specialized programs required to perform tasks efficiently.

- 5% *Network Planning and Management:* Devise and implement a strategy that provides the best computing environment possible within the budgetary constraints. Integrate a mixture of platforms, databases and operating systems to support personnel and programs.
- 45% *Installation and Operation:* Perform or supervise the installation and maintenance of all hardware and software for workstations, database servers and web servers.
- 25% *Workstation, Server and Database Administration:* Specify, procure, install and manage all personal computers, laptops, database servers, and web servers. Assist database administration for databases. Insure that databases are secure and that backup and restoration processes are effective. Provide storage, access, and communications compliant with security and privacy regulations. Keep the LAN database current. Manage Partnership email accounts and provide technical assistance as required.
- 15% *Training:* Provide or supervise training and assistance as needed for standard applications. Provide assistance on non-standard applications when possible.
- 5% *Internal communications:* Manage the Intranet site. Post content as needed.
- 5% *Other duties as required.*

**DUTY STATEMENT**  
**Information Specialist II - Desktop Publisher**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the supervision of the Communications and Media 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.

**DUTY STATEMENT**  
**Information Specialist III – Web**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the general supervision of the Information Technology & Systems Improvement Unit Lead, the Information Specialist III (ISIII) will direct Web site development and ongoing Web management activities for the *Network for a Healthy California (Network)*, which promotes healthy eating and physical activity among low-income populations. As part of the *Network's* Communications and Media Team, the incumbent is responsible for developing, designing, producing and launching a new *Fruit, Vegetable and Physical Activity Campaign* Web site and maintaining an existing Web site; facilitating an internal Web advisory team; developing or coordinating the development of Web content and ensuring ongoing updates; responding to queries received via the Web; developing and managing a variety of listservs; and representing the *Network* at Web task forces and committees.

- 30 % Develops, designs, produces, launches and maintains the new *Network* Web site and maintains the current Web site. Responsible for coordinating all approval processes; Manages Web content and design, ensuring that the site is current and relevant to *Network* target audiences.
- 20 % Identifies opportunities for utilizing the Web to reach *Network* target audiences; Ensures the integration of the Web site with overall *Network* branding strategies and across various public outreach campaigns; Coordinates an internal Web advisory team, soliciting and responding to feedback as necessary;
- 20 % Tracks and reports monthly on Web site visitation statistics and responds to public queries received via the Web; Oversees Web contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance; Represents the *Network* on Department of Health Services Web task forces and committees;
- 20 % Develops and manages various listservs; Provides technical support and guidance on Web and Internet issues; Maintains current knowledge and information about Web standards and strategies, especially related to low-income populations and social marketing.
- 20 % Contributes this knowledge and information to strategic and operational plans, presentations and reports. Performs other duties as required.

**DUTY STATEMENT**  
**Marketing Manager I - *Latino Campaign***  
***Network for a Healthy California—Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the direction of the *Fruit, Vegetable, and Physical Activity Campaign* Unit Manager, the Marketing Manager I (MMI) manages the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income Latino families eligible for nutrition education in the Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) through increased access to and consumption of fruits and vegetables, and increased physical activity, to prevent diet-related diseases, including obesity. The MMI oversees all aspects of the English- and Spanish-language *Network for a Healthy California—Latino Campaign (Latino Campaign)*, develops and maintains strong working partnerships with key Latino organizations, manages all *Latino Campaign* projects, and collaborates with other Units within the *Network* and the California Department of Public Health (CDPH).

Specifically, the MMI performs the following duties:

- 30% Leads the strategic development, statewide and regional implementation, maintenance, and budget of the annual state plan for the *Latino Campaign*, adhering to administrative practices and requirements of the Public Health Institute and CDPH. Participates in the development, testing, and production of English- and Spanish-language materials targeted to Latino adults, their families, and stakeholders. Participates in the planning and implementation of English- and Spanish-language media and public relations activities targeting Latinos; assists with the final review of English-to-Spanish translated resource materials.
- 25% Manages and provides oversight for *Latino Campaign* scopes of work for nine *Regional Networks*. Manages the development and implementation of process and impact evaluations. Develops and maintains systems for tracking statewide and regional *Latino Campaign* interventions and activities. Supervises other staff in the *Latino Campaign*.
- 20% Establishes and maintains strong, substantive partnerships with public, nonprofit, and private organizations serving Latinos to extend the work of the *Network*, both financially and programmatically, and to promote environmental changes that make it easier for low-income Latino families to choose fruits, vegetables, and physical activity. Serves as principal liaison between the *Network* and key Latino leadership organizations; facilitates communication among Latino organizations across the *Network*; establishes and coordinates binational communications within CDPH, PHI and CDSS, as appropriate. With other *Network* staff, acts as a *Network* representative on key SNAP projects with the U.S. Department of Agriculture.
- 10% Coordinates efforts within all units of the *Network for a Healthy California* to strengthen the *Latino Campaign's* efforts statewide. Manages selected Unit and cross-Unit projects, such as the development of informational, educational and organizational materials describing the *Network's* work with Latino audiences, the development and testing of Latino-specific branding and messaging strategies, coordination with external nutrition education programs serving the Latino population, and development and monitoring of the Unit's partnership plan with Latino leadership organizations and media. Provides Latino cultural expertise among Units in the *Network*.
- 10% Communicates regularly with senior management regarding Latino leadership activities. Prepares and/or co-authors a wide variety of written and oral communications, including contracts, administrative and research reports, grants, professional presentations, and articles for publication. Prepares annual state plan, progress reports and a variety of other issue briefs, fact sheets, speaking points, and oral presentations for the *Latino Campaign*.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Manager I - *Children's Power Play! Campaign***  
***Network for a Healthy California—Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the direction of the Fruit, Vegetable, and Physical Activity Campaigns and Programs Unit Manager, the Marketing Manager I (MMI) will function as a member of the *Network for a Healthy California (Network)* team by coordinating the implementation and maintenance of state- and community-level interventions designed to increase fruit and vegetable consumption and physical activity levels among low-income, food stamp eligible children, youth, and their families. The MMI will oversee the administration of social marketing interventions targeting children/youth; lead a cross-Unit children/youth coordinating committee to improve coordination and collaboration among the *Network's* programs and projects serving children and youth; establish and maintain partnerships with public and private organizations to extend the work of the *Network for a Healthy California—Children's Power Play! Campaign*; and collaborate with state- and community-level groups to promote environmental changes that make it easier for low-income children, youth, and their families to choose fruits, vegetables, and physical activity.

Specifically, the MMI performs the following duties:

- 60% Oversees all aspects of the *Children's Power Play! Campaign* targeting elementary school age children from food stamp eligible families. Responsibilities include oversight of all *Campaign*-related activities of the *Regional Network* contractors; strategy development and planning; development and updating of *Campaign* educational and promotional materials; participation in the planning and implementation of media and public relations activities; development and implementation of evaluation strategies; management of the *Campaign's* budget; preparation of reports to funders; development and maintenance of partnerships with public and private organizations; and supervision of three *Campaign* staff.
- 10% Collaborates with the Unit Manager in overseeing the development, implementation, and evaluation of Harvest of the Month. Collaborates with staff working on youth initiatives and other youth empowerment activities.
- 10% Chairs a *Network* children/youth coordinating committee and manages selected cross-Unit projects related to children/youth. Ensures committee representation from all appropriate *Network* Units and the California Department of Education liaison to the *Network*; facilitates communication among members through regular meetings and e-mail; establishes and coordinates subcommittees, as appropriate; and communicates regularly with *Network* management regarding the committee's activities. Manages selected cross-Unit projects, such as the development of information pieces describing the *Network's* work with children/youth, the development and testing of child- and youth-specific branding and messaging strategies, and coordination with U.C. Davis Food Stamp Nutrition Education Program staff.
- 10% Prepares a wide variety of written and oral communications, including administrative reports, contracts, grants, consumer- and intermediary-targeted materials, professional presentations, and articles for publication.
- 5% Works with staff to establish and maintain partnerships with public and private organizations serving children, youth, and families to extend the work of the *Network*, both financially and programmatically, and to promote environmental changes that make it easier for low-income children, youth, and families to choose fruits, vegetables, and physical activity.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Marketing Manager I—Publications**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the general supervision of the Marketing Manager II (Communications and Media), the Marketing Manager I (MMI) oversees the publication activities of the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, which encourage healthy eating and physical activity among Food Stamp eligible families.

This position requires current knowledge, skills and experience in collateral development, print production, and materials distribution. Specifically, the MMI performs the following duties:

- 50% Manages the development, coordination and production of all *Network* publications. This includes overseeing design, scheduling, budgeting, production, and distribution. Works and interacts with various departments and manages third party vendors including graphic design firms, writers, printers, media producers, photographers and clearinghouse/fulfillment centers.
- 30% Manages the collateral clearinghouse/fulfillment center and oversees the distribution plans for print and Nutrition Education Reinforcement Items (NERI).
- 10% Manages and coordinates photo shoots, stock photography searches, and maintains a photo and artwork library for the *Network* and *Fruit, Vegetable, and Physical Activity Campaigns*.
- 5% Maintains consistency of corporate identity across all print materials by establishing collateral design guidelines and templates and ensuring adherence to the design standards.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Manager I, African American Campaign**  
**Network for a Healthy California – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the general direction of the Fruit, Vegetable, and Physical Activity Campaigns Unit Manager, *Network for a Healthy California (Network)* the Marketing Manager I (MMI) oversees the design, implementation, and evaluation of the statewide *African American Campaign (Campaign)* aimed at improving the health of Food Stamp eligible African American families through increased consumption of fruits and vegetables and increased levels of physical activity. The MMI assumes primary responsibility for a variety of activities within the *Campaign* including the development, implementation, and evaluation of community interventions that target Food Stamp eligible African American adults; oversight of *Campaign* personnel; resource development; design and production of culturally appropriate nutrition education materials; development of annual plans and reports; and administration of and on-going communications with the African American Advisory Council. Specifically, the Marketing Manager I performs the following duties:

- 60% Participates in the development of approaches to reach Food Stamp eligible African American families. Manages the strategic development, planning, statewide and regional implementation, maintenance, and budgets for the *African American Campaign*. Oversees and participates in the development, testing, and production of materials targeted to Food Stamp eligible African American families and appropriate partners and stakeholders. Collaborates with the targeted *Campaigns/Programs* and other *Network for a Healthy California* projects to strengthen *African American Campaign* efforts statewide. Manages and provides oversight for *African American Campaign* -related scopes of work for multiple *Regional Networks*. Provides staff supervision for two *African American Campaign* staff.. Manages contracts, grant programs, and on-going communications with regional lead agencies. Conducts site visits, completes reports, and provides technical support /training to the regional lead agencies and *African American Advisory Council*.
- 15% Coordinates research and evaluation of interventions in existing and new channels for the *Campaign*. Assists the *Network* Research and Evaluation Unit with development and tracking of evaluation methods for state program implementation including: maintaining recording/tracking systems for intervention activities, reach and frequency, demographics and materials inventory, and conducting pre- and post-intervention key informant interviews.
- 10% 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*.
- 10% Writes annual plans, reports, requests for proposals, invitations to bid, and other professional documents. Attends conferences and professional meetings that serve the interests of low-income African American families.
- 5% Performs other duties, as required.

## DUTY STATEMENT

Marketing Manager II, *Fruit, Vegetable, Physical Activity Campaigns Network for a Healthy California*—Policy, Planning and Evaluation Section  
Public Health Institute

Under the general direction of the Policy, Planning and Evaluation Section Chief, *Network for a Healthy California (Network)*, the Marketing Manager II functions as a member of the *Network* social marketing team, specializing in the research, development and implementation of community interventions that target children, low-income families, Latino adults, and African American adults. Directs program planning, development, implementation, evaluation, and fiscal management of the *Children's Power Play! Campaign, Latino Campaign, Retail Program, Worksite Program, and African American Campaign*. Serves as a representative of the *Fruit, Vegetable, Physical Activity Campaigns and Network* to the media, partners, community organizations, and other intermediaries. Conducts and/or oversees a variety of nutrition/physical activity qualitative and quantitative research projects, which support the development and formal evaluation of the five targeted *Campaigns*. Prepares a wide variety of written and oral communications, including administrative and research reports, grants, professional and scientific presentations, and journal articles for publication.

- 75% Directs program planning, development, implementation, evaluation, and fiscal management of the *Children's Power Play! Campaign, Latino Campaign, Retail Program, Worksite Program, and African American Campaign*. Directs the development of strategic plans to reach children, low-income families, Latino adults, and African American adults through multiple social marketing channels, which include, but are not limited to: schools, community youth organizations, direct health service provider organizations, foodservices, supermarkets and neighborhood grocery stores, faith-based organizations, worksites, and the media. Directs the development and testing of culturally and linguistically appropriate educational materials, consumer empowerment activities, resource tools, trainings for regional lead agencies and other partners. Supervises Marketing Managers and Marketing Specialists.
- 10% Conducts and/or oversees various qualitative and quantitative nutrition/physical activity research projects that aid in the development and formal evaluation of the six targeted *Campaigns*. Plans and/or conducts formative and evaluative research with consumers and intermediaries. Monitors a research contract for the Cancer Research Program. Serves on expert panels to further the knowledge of population-based primary prevention interventions.
- 10% Prepares a wide variety of written and oral communications, including administrative and research reports, grants, professional and scientific presentations, and journal articles for publication. Prepares sections of progress reports and annual state plans for the *Network*.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Manager II—Communications and Media (Unit Lead)**  
***Network for a Healthy California – Program Development Section***  
**Public Health Institute**

Under the general supervision of the Program Development Section Chief, the Marketing Manager II (MMII) directs the public relations, advertising, and partner communication activities of the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, both of which promote healthy eating and physical activity among Food Stamp eligible families. Consistent with *Network* goals and objectives, the MMII oversees communication and public relations activities in all *Network* channels, as well as oversees the execution of *Network* promotions and communication plans, including campaign elements with contract agencies, material development and distribution plans, and media activities (such as paid advertisement placement, Public Service Announcements (PSAs), spokespersons). The MMII also participates as a member of the staff evaluation team and market development team in the coordination, design, and interpretation of consumer market research and intervention objectives; assists in the preparation of grant applications; and develops cooperative projects with public and private partners to expand the work of the *Network*. Specifically, the MMII performs the following duties:

- 60% Supervises and oversees all media, advertising, and public relations activities for the *Network*. Determines work-scopes and administers contracts; develops, negotiates, and monitors budgets for campaign public relations and advertising, including bids, contracts, and setting-up cooperative projects with partners. Supervises management staff in the Communications Unit. Directs the execution of the *Network* communication plan. Writes progress and annual reports. Presents at professional gatherings, as appropriate.
- 20% Conducts joint planning, implementation, and evaluative activities with the *Fruit, Vegetable, and Physical Activity Campaigns*. Coordinates reports for the *Network* and the *Fruit, Vegetable, and Physical Activity Campaigns* in English and Spanish.
- 20% Represents the *Network* and *Fruit, Vegetable, and Physical Activity Campaigns* and related projects to the media, partners, and other intermediaries.
- 10% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Specialist III – Advertising and Media**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the supervision of the Marketing Manager II, the Marketing Specialist III (MSIII) provides coordination of media/public relations for the *Network for a Healthy California (Network)* and *Fruit, Vegetable, and Physical Activity Campaigns*, both of which promote healthy eating and physical activity among Food Stamp eligible families. The MSIII will support the Marketing Manager II and work with the Communications and Marketing Managers on strategic market research, targeted communication efforts for media coverage, event planning, and the production of new media/public relations materials including the advertisements, fact sheets, and media kits. Varied tasks utilizing communications and marketing skills, desktop publishing, and database management are expected. 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:

- 25% Executes and evaluates daily operations with the *Network* media/public relations plan. Ensures coordination among *Network* and *Fruit, Vegetable, and Physical Activity Campaigns* activities, and provides support to senior staff on targeted communication efforts.
- 25% Assists with the warehouse distribution system, which includes the creation, publication and distribution of new communication tools, such as brochures, cookbooks, and other collateral materials. Manages and controls inventory and reproduction as needed and provides oversight to respective contractors, as required.
- 25% Coordinates the development and distribution of media kits, releases, and information kits, as required. Assists with the execution of spokesperson training, media tours, events, and seasonal promotions.
- 15% Coordinates and manages communication with departmental staff, contractors and partners regarding media flights, public relations activities, and overall promotions.
- 10% Perform other duties, as required.

**Duty Statement**  
**Marketing Specialist III—Materials**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the general direction of the Marketing Manager II (Communications and Media) and in collaboration with the Marketing Manager I—Publications, the Marketing Specialist III (MSIII) assists with the production of publications and promotional materials (nutrition education reinforcement items) for the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, which promote healthy eating and physical activity among Food Stamp eligible families. As part of the *Network's* Communications and Media Team, the MSIII is responsible for project intake, coordinating design and production, securing appropriate approvals, developing print specifications, obtaining competitive estimates from vendors, and ensuring delivery of quality materials. The MSIII also assists with the *Network* warehouse, inventory, distribution and customer fulfillment program, providing reports and initiating reorders as necessary. The position requires at least three years of experience in coordinating the production of four-color print and promotional materials, knowledge of design and printing processes and standards, exceptional organizational skills, understanding of warehouse and inventory management systems, strong ability to work with vendors, excellent facilitation and communications skills, and ability to work in a team environment. Familiarity with online inventory systems, project tracking systems, and design software is useful. Specifically, the MSIII performs the following duties:

- 35% Facilitates meetings with key staff to decide on the print and promotional materials, which are necessary for local nutrition education and physical activity promotions. Assists with the production of publications and promotional materials, assuring adherence to *Network* graphic standards and branding strategies.
- 30% Works with designers to develop accurate printing specifications, solicits quotations from appropriate vendors, and provides detailed purchasing information to Administration Team. Oversees the work of design, print and promotions vendors, negotiating resolution of issues as necessary. Assures timely delivery of print and promotional materials to the warehouse, ensuring the inventory system is accurately updated.
- 25% Assists the MMI—Publications with warehouse, inventory and customer fulfillment programs, ensuring adequate supplies of materials for local efforts and that those materials are distributed in a timely manner. Generates inventory reports on print and promotional materials and circulates to key staff, assures adequate material volume, requests material reorders, and identifies the need for upgrades to inventory system. Assures service oriented customer fulfillment system, updating call center scripts as necessary. Generates reports of call volume and other relevant statistics regarding call center queries. Contributes to warehouse and customer fulfillment contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance assessments.
- 5% Maintains current knowledge and information about print and design industry processes and standards and strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Specialist III - *Children's Power Play! Campaign***  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the Program Administrator II, the Marketing Specialist III (MSIII) will participate in the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII will work as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to continue the successful operation and growth of the *Campaign*, which targets 9- to 11-year-old children and their families. The MSIII will manage the *Children's Power Play! Campaign* components of selected regional contractors and provide ongoing technical assistance and training to regional staff; participate in the development, revision, typesetting, and layout of a variety of program materials; prepare a variety of documents, including reports and requests for proposals; and represent the *Campaign* at conferences and professional meetings. In addition, the MSIII will participate in strengthening and developing new *Campaign* components, including components for parents and for child engagement/empowerment. Specifically, the MSIII will perform the following duties:

- 60% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms. Participates in the planning and execution of regional coordinator meetings and training sessions. Develops training and technical assistance tools for regional use. When required, participates in the establishment and training of new *Regional Networks for a Healthy California*, including contributing to the development of the Scope of Work and evaluating applications.
- 15% Participates in materials development and updating, including coordination of content revisions, translation, and layout for a variety of program materials for adult intermediaries, parents, children, policy makers, and opinion leaders.
- 15% Assists with strengthening existing *Campaign* components and with developing new components. May include strengthening of parent components and development of child empowerment approaches.
- 5% Writes reports, requests for proposal, invitations to bids, and other professional documents. Contributes articles to professional and consumer publications. Assists with resource development activities. Represents the *Campaign* through presenting at and participating in conferences and professional meetings.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Marketing Specialist III - *Children's Power Play! Campaign***  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the Program Administrator II, the Marketing Specialist III (MSIII) will participate in the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII will work as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to continue the successful operation and growth of the *Campaign*, which targets 9- to 11-year-old children and their families. The MSIII will manage the *Children's Power Play! Campaign* components of selected regional contractors and provide ongoing technical assistance and training to regional staff; participate in the development, revision, typesetting, and layout of a variety of program materials; prepare a variety of documents, including reports and requests for proposals; and represent the *Campaign* at conferences and professional meetings. In addition, the MSIII will participate in strengthening and developing new *Campaign* components, including components for parents and for child engagement/empowerment. Specifically, the MSIII will perform the following duties:

- 60% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms. Participates in the planning and execution of regional coordinator meetings and training sessions. Develops training and technical assistance tools for regional use. When required, participates in the establishment and training of new *Regional Networks for a Healthy California*, including contributing to the development of the Scope of Work and evaluating applications.
- 15% Participates in materials development and updating, including coordination of content revisions, translation, and layout for a variety of program materials for adult intermediaries, parents, children, policy makers, and opinion leaders.
- 15% Assists with strengthening existing *Campaign* components and with developing new components. May include strengthening of parent components and development of child empowerment approaches.
- 5% Writes reports, requests for proposal, invitations to bids, and other professional documents. Contributes articles to professional and consumer publications. Assists with resource development activities. Represents the *Campaign* through presenting at and participating in conferences and professional meetings.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Marketing Specialist III – Public Relations**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the direction of the Health Program Specialist I (Public Relations Manager), the Marketing Specialist III (MSIII) will participate in the design, implementation, and evaluation of public relations activities for the *Network for a Healthy California* (*Network*) and its *Fruit, Vegetable and Physical Activity Campaigns*, which encourage healthy eating and physical activity among low-income populations to help prevent obesity, type 2 diabetes, certain types of cancer, and other chronic diseases. As part of the *Network's* Communications Unit, the MSIII will: develop, write, and edit a variety of communications collateral materials including those intended for general information, reports, articles, and the Internet; provide technical assistance to internal staff and external partners; design and maintain the Communication Unit's media library; represent the *Network* and Communications Unit at conferences and meetings, and assist with the oversight of media partnerships. The position requires a bachelor's degree and current knowledge, skills, and three years of experience in public relations, media outreach, and/or marketing, media outreach, excellent writing, presentation and organizational skills, and desire and ability to work in a fast-paced and collaborative team environment.

**DUTIES**

- 55% Assist with developing, writing, and editing written and oral communications including articles, talking and message points, and reports for internal and external use, provide technical assistance to internal staff and external partners, and assist with coordination of media and other partnerships.
- 20% Design and maintain Communications Unit's media library.
- 10% Assist with coordination of media training designed to enhance the skills of *Network* regional partners and internal staff.
- 10% Represent the *Network* at events, conferences, and professional meetings.
- 5% Other duties as required.

**Duty Statement**  
**Marketing Specialist III—Publications**  
***Network for a Healthy California* – Program Development Section**  
**Public Health Institute**

Under the general direction of the Marketing Manager II (Communications and Media) and in collaboration with the Marketing Manager I—Publications, the Marketing Specialist III (MSIII) assists with the production of publications and promotional materials (nutrition education reinforcement items) for the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, which promote healthy eating and physical activity among Food Stamp eligible families. As part of the *Network's* Communications and Media Team, the MSIII is responsible for project intake, coordinating design and production, securing appropriate approvals, developing print specifications, obtaining competitive estimates from vendors, and ensuring delivery of quality materials. The MSIII also assists with the *Network* warehouse, inventory, distribution and customer fulfillment program, providing reports and initiating reorders as necessary. The position requires at least three years of experience in coordinating the production of four-color print and promotional materials, knowledge of design and printing processes and standards, exceptional organizational skills, understanding of warehouse and inventory management systems, strong ability to work with vendors, excellent facilitation and communications skills, and ability to work in a team environment. Familiarity with online inventory systems, project tracking systems, and design software is useful. Specifically, the MSIII performs the following duties:

- 35% Facilitates meetings with key staff to decide on the print and promotional materials, which are necessary for local nutrition education and physical activity promotions. Assists with the production of publications and promotional materials, assuring adherence to *Network* graphic standards and branding strategies.
- 30% Works with designers to develop accurate printing specifications, solicits quotations from appropriate vendors, and provides detailed purchasing information to Administration Team. Oversees the work of design, print and promotions vendors, negotiating resolution of issues as necessary. Assures timely delivery of print and promotional materials to the warehouse, ensuring the inventory system is accurately updated.
- 25% Assists the MMI—Publications with warehouse, inventory and customer fulfillment programs, ensuring adequate supplies of materials for local efforts and that those materials are distributed in a timely manner. Generates inventory reports on print and promotional materials and circulates to key staff, assures adequate material volume, requests material reorders, and identifies the need for upgrades to inventory system. Assures service oriented customer fulfillment system, updating call center scripts as necessary. Generates reports of call volume and other relevant statistics regarding call center queries. Contributes to warehouse and customer fulfillment contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance assessments.
- 5% Maintains current knowledge and information about print and design industry processes and standards and strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Specialist III, Retail Program**  
**Network for a Healthy California – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the Program Administrator II – *Retail Program, Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the development, implementation, and evaluation of a statewide program aimed at improving the health of Food Stamp Program (FSP) eligible adults and children through increased consumption of fruits and vegetables and improved levels of physical activity.

The MSIII will work as a member of the *Retail Program (Program)* within the *Fruit, Vegetable and Physical Activity Campaigns* to continue the successful operation and growth of the *Program*, which targets supermarket, small chain and independent stores located in qualifying (FSP eligible) neighborhoods and FSP eligible women and their families. The MSIII will develop, revise, and layout a variety of appropriate program materials; provide technical assistance to retailers and community lead agencies; prepare a variety of documents, including reports, requests for proposals, and web site updates; represent the *Program* at conferences and professional meetings; work with public and private partners in coordinating special projects; recruit organizations to endorse, adopt, and/or adapt the *Program* interventions; and assist in the expansion of the *Program* into new retail channels. Specifically, the MSIII will perform the following duties:

- 60% Assists with *Retail Program* planning, evaluation, fiscal management, and partnership development with food and non-food retailers, commodity boards and other food industry organizations. Coordinates collaborative activities with the National *More Matters!* Program and other sister organizations. Participates in media and public relations activities, develops print and electronic materials, and collaborates with the *Children's Power Play! Campaign, Latino Campaign, and African American Campaign* to strengthen retail efforts in qualifying (FSP eligible) areas of the state.
- 20% Assists with writing and presenting a wide variety of written and oral communications, including administrative and research reports, web site updates, grants, professional presentations, requests for proposals, contracts, and articles for publication. Helps to prepare progress reports and annual state plans, as appropriate.
- 10% Works with the media and public relations contractors and the *Network Communications Unit* to coordinate production, placement, and evaluation of retail activities. Develops and maintains partnerships with electronic and print media outlets serving the retail channel in California.
- 5% Represents the program through presenting at and participating in conferences and professional meetings nationwide.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Specialist III, African American Campaign**  
**Network for a Healthy California – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the general direction of the Marketing Manager I – *African American Campaign (Campaign)*, within the *Fruit, Vegetable and Physical Activity Campaigns*, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation, and evaluation of a statewide *African American Campaign* aimed at improving the health of Food Stamp eligible African American families through increased consumption of fruits and vegetables and increased levels of physical activity. The MSIII works as a member of the *Campaign* team to continue the successful operation and growth of the *Campaign*. The MSIII assumes primary responsibility for a variety of activities within the *Campaign* including regional faith channel outreach; multi-cultural collaborations; overseeing communications with ethnic media outlets; fostering collaborations with African American professional organizations in the field of communications and marketing; developing culturally appropriate nutrition education materials; and assisting the Marketing Manager I on an as needed basis. Specifically, the Marketing Specialist III performs the following duties:

- 40% Manages contracts, grant programs, and ongoing communications with community grantees. Conducts site visits, completes reports, and provides technical assistance and training to the *African American Campaign* funded projects, special projects and other channels as assigned.
- 20% Works with media and public relations contractors and the *Network Communications Unit* to coordinate the production, placement, and evaluation of African American-targeted advertisements and events. Coordinates the recruitment and training of the *African American Advisory Council* spokespeople and community health leaders. Generates partnerships with ethnic media to educate Food Stamp eligible African Americans on healthy eating and physical activity.
- 20% Assists in the development and testing of nutrition education materials that target Food Stamp eligible African American adults. Prepares reports and presentations for the *African American Campaign* on a variety of public health topics related to the Food Stamp eligible African American population.
- 10% Develops and maintains partnerships with public and private organizations. Assists with coordination of the *African American Advisory Council*.
- 5% Writes reports, requests for proposal, invitation to bids, and other professional documents. Attend conferences, professional meetings and California Department of Public Health supported advisory and community meetings.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Specialist III, *Latino Campaign***  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the Marketing Manager I, *Latino Campaign (Campaign)*, within the *Fruit, Vegetable and Physical Activity Campaign* under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation and evaluation of a statewide campaign aimed at improving the health of Food Stamp eligible Latino adults through increased consumption of fruits and vegetables and increased levels of physical activity. The MSIII helps oversee the implementation of the *Campaign* by providing training and technical assistance to assigned regional lead agencies. The MSIII works with the *Network's* Communications Unit to coordinate targeted community events; prepares a variety of documents and reports to ensure USDA guidelines are followed; represents the *Campaign* at conferences and meetings that serve the interests of Food Stamp eligible Latino families; works with public and private partners to ensure the *Campaign's* nutrition education messages reach Food Stamp eligible Latino families; and develops, revises, and produces a variety of culturally appropriate, bilingual program materials. Specifically, the MSIII performs the following duties:

- 30% Provides technical assistance and training to regional lead agencies to ensure implementation of *Campaign* interventions and adherence to USDA guidelines.
- 20% Develops and maintains partnerships with public and private organizations that serve Food Stamp eligible Latinos. Recruits target organizations to endorse, adopt, and/or adapt the *Latino Campaign's* interventions.
- 20% Writes reports and other professional documents to help manage the success of each regional lead agency. Updates 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.
- 10% Develops and tests culturally appropriate, Spanish- and English-language 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, and targeted community-based organizations. Assists with the development and pilot testing of new intervention strategies that target Food Stamp eligible Latino adults. Provides cultural competency in the development of materials and projects for the *Network*.
- 10% Assists with evaluation studies, including key informant interviews, process evaluations, and outcome evaluations targeting Food Stamp eligible Latinos.
- 5% Represents the *Campaign* by presenting at and participating in conferences and professional meetings that serve the interests of Food Stamp eligible Latino families.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Marketing Specialist III- Worksite Program**  
**Network for a Healthy California – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the general direction of the Fruit, Vegetable & Physical Activity Campaign and the Program Administrator II (PAII) *Worksite Program (Program) Manager* for the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) will participate in the research, development, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-wage workers through increased consumption of fruits and vegetables and improved levels of physical activity.

The MSIII will work as a member of the *Network for a Healthy California - Worksite Program* team to continue the successful operation and growth of the *Program*, which targets worksite low-wage employees, worksite gatekeepers, and policy makers. The MSIII will develop, revise, and layout a variety of appropriate program materials; provide technical assistance to employers, workplace policy makers and intermediaries and community lead agencies; prepare a variety of documents, including research reports, requests for proposals, and website updates; represent the *Program* at conferences and professional meetings; work with public and private partners in coordinating projects; recruit organizations to endorse, adopt, and/or adapt the *Program* interventions; and assist in the expansion of the *Program* into new worksite channels. Specifically, the MSIII will perform the following duties:

- 50% Assist with the *Network for a Healthy California - Worksite Program* planning, writing, research, operations and evaluation, fiscal management, partnerships with industry organizations, coordination of collaborative activities with the California Task Force on Youth and Workplace Wellness, Produce for Better Health Foundation, National Fruit and Veggie More Matters Program and other organizations. Participate in media and public relations activities, develop print and electronic materials and collaborate with *Network for a Healthy California – Retail, African American, Latino Campaigns* and California Project Lean and Center for Physical Activity to strengthen worksite health promotion efforts throughout the state.
- 30% Assist with writing and presenting a wide variety of written and oral communications, including administrative and research reports, web site updates, grants, professional presentations, requests for proposals, contracts, and articles for publication. Helps to prepare progress reports and annual state plans, as appropriate.
- 10% Work with the media and public relations contractors and the *Network Communications Unit* to coordinate production, placement and evaluation of worksite activities. Develop and maintain partnerships with electronic and print media outlets serving employers and human resource professionals in California.
- 10% Represent the program by presenting at and participating in conferences and professional meetings. Other duties as required.

**DUTY STATEMENT**  
**Marketing Specialist IV, *Children's Power Play! Campaign***  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the *Children's Power Play! Campaign* Marketing Manager I, the Marketing Specialist IV (MSIV) participates in the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIV works as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to continue the successful operation and growth of the *Campaign*, which currently targets 9- to 11-year-old children from food stamp eligible families. The MSIV manages the *Children's Power Play! Campaign* components of selected regional contractors; develops and implements improved strategies and systems for successful *Campaign* implementation; develops and maintains partnerships with internal and external groups; participates in the development and revision of *Campaign* components; prepares a variety of documents, including reports and requests for proposals; and represents the *Campaign* at conferences and professional meetings. Acts as the *Children's Power Play! Campaign* lead in the absence of the manager. Specifically, the MSIV performs the following duties:

- 35% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms. Collaborates with other *Network* staff providing oversight within designated regions. When required, participates in the establishment and training of new *Regional Networks for a Healthy California*, including contributing to the development of the Request for Applications, evaluating applications, and negotiating contracts.
- 25% Develops new strategies and systems for successful *Campaign* implementation at the state and regional levels, which may include guidance documents, training tools, web-based tools, strategic and operating plan templates, and state and regional systems that improve efficiency and effectiveness. Mentors and trains state-level colleagues on successful methods and tools, including colleagues from other campaigns and programs, when appropriate. Participates in the planning and execution of regional coordinators' meetings and training sessions.
- 15% Develops and maintains internal and external partnerships and collaborations. Includes participation in multiple internal workgroups, including those related to nutrition standards, training, and improved connections between the *Children's Power Play! Campaign* and the *Network's* Local Incentive Awardees. External partners may include government, non-profit, and for-profit organizations whose goals and values align with the *Network for a Healthy California*.
- 15% Assists with strengthening existing *Campaign* components and with developing new components, including educational and promotional materials, state-level *Campaign* promotion plans and materials, and technology-based tools.
- 5% Writes reports, requests for proposal, invitations to bids, and other professional documents. Contributes articles to professional and consumer publications. Assists with resource development activities. Represents the *Campaign* through presenting at and participating in conferences and professional meetings.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Outreach Education Specialist I, *Fruit, Vegetable, and Physical Activity Campaign***  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the direction of the Fruit, Vegetable, and Physical Activity Campaigns Unit Manager, the Outreach Education Specialist I (OESI) participates in the implementation of statewide social marketing campaigns aimed at improving the health of food stamp eligible families, including the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program*, and Harvest of the Month. The OESI assists with materials updating, inventory control, and web updates; provides professional-level staff support on special Unit projects, including planning and conducting meetings, trainings, exhibits, and presentations; conducts literature reviews and internet searches on a variety of public health and social marketing topics; provides support for Harvest of the Month (HOTM); coordinates the preparation and dissemination of professional documents; and acts as a liaison with the public. Specifically, the OESI performs the following duties:

- 30% Assists with the development and updating of materials, both hard copy and electronic. Coordinates with Unit staff and the Communications Unit to maintain an updated listing of materials, including development, design, printing, and production needs. Obtains and shares with Unit staff regular materials reports, including current inventory, order history, and cost recovery system orders. Leads the Unit's Web team and acts as the primary liaison with the Information Technology and Systems Improvement (IT) Unit regarding website updates and improvements. Convenes monthly meetings to discuss website issues and ensures that Unit staff provide updates to the IT Unit on a regular basis. Follows up with IT Unit to ensure that requested updates are made.
- 15% Works with *Campaign* staff to coordinate meetings and trainings with advisory committee members, *Regional Network for a Healthy California* staff, and partners, as well as exhibits at professional conferences, workshops, tradeshow, seminars, and meetings. Includes leading the logistical planning and preparation, providing on-site support to campaign and program staff, coordinating with the Administrative team regarding required outside contracts, and coordinating with support staff to ensure preparation and delivery of materials. Represents the *Network* at exhibits and successfully interacts with the public to provide basic information about the *Network* and its campaigns and programs.
- 15% Provides professional-level support to Harvest of the Month. Includes participation in internal HOTM meetings, maintaining and updating status reports, coordinating materials distribution for internal and external requests, and assisting with special HOTM projects, as needed.
- 10% Provides assistance to Unit staff in conducting literature/material reviews and internet searches on a variety of public health and social marketing topics. Provides assistance to *Campaign* staff in preparing written abstracts for submission to professional conferences. Compiles and maintains an information resource library of articles, newsletters, trade journals, papers, books, and other related resources related to health education, health

communications, nutrition education, physical activity, and other related fields. Develops a briefing system to keep the Fruit, Vegetable, and Physical Activity Campaigns Unit updated on the latest information technologies and practices.

- 10% Coordinates the preparation and dissemination of a variety of professional documents, including Requests for Proposals (RFP), Requests for Applications (RFA), Invitations to Bid (ITB), and other contractual documents, as needed. Coordinates the assembly of expert panels to review responses to RFPs, RFAs, and ITBs. Edits and distributes monthly Fruit, Vegetable, and Physical Activity Campaigns Unit updates to internal staff and partners.
- 10% Provides professional-level staff support on a variety of Unit projects, as needed by the Unit manager and specific campaigns and programs.
- 5% Responds to email inquiries from the public regarding the campaigns, programs, and Harvest of the Month. Maintains a working knowledge of the Unit's activities and available resources and successfully and professionally conveys information to the public. Provides referrals to other staff, as appropriate.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Office Administrator**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under direction of the Administrative Operations Section Chief, the Office Administrator (OA) supervises plans, organizes, and directs the complex work of staff that supports all clerical functions for the *Network for a Healthy California (Network)*. The OA oversees the following; completion of FSNE program documents, the annual USDA Plan and Reports, special projects, finalizes all correspondence, works with unit leads to assure all units' tasks are assigned and completed in a professional and timely manner. Specific duties include but are not limited to:

- 25% Will supervise and provide the lead for general administrative support to program staff through clerical staff. This includes typing, filing, attendance, travel claims, monitoring/ordering supplies and equipment.
- 25% Receives, prioritizes, and assigns all tasks to distribute clerical workload, recruits, interviews and selects prospective new clerical employees, arranges for training, approves use of sick leave and vacation, evaluates performance of clerical support staff, and holds regular meetings with clerical staff to discuss work and related matters.
- 20% Acts as staff liaison to the Section/Unit Chiefs, independently preparing correspondence to members on routine business matters, taking minutes of meetings, and establishing and maintaining master files for the group.
- 10% Coordinates with Section/Unit Chiefs on *Network* workload issues, scheduling of meeting, typing of confidential documents, and progress of special assignments. Prepares drafts of letters and memos for Section Chiefs and other Managers.
- 10% Attends Unit meetings to stay abreast of program issues and priorities in order to better access and coordinate conflicting workload. Communicates with Section's technical and professional staff to resolve problems, receive instruction, and/or report on job progress.
- 5% Oversee human resources and personnel issues for support staff.
- 5% Other duties as assigned

**DUTY STATEMENT**  
**Program Administrator II - *Children's Power Play! Campaign***  
***Network for a Healthy California—Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the direction of the *Fruit, Vegetable, and Physical Activity Campaign* Unit Manager, the Program Administrator II (PAII) will function as a member of the Section team by coordinating the implementation and maintenance of state- and community-level interventions designed to increase fruit and vegetable consumption and physical activity levels among low-income, food stamp eligible children, youth, and their families. The PAII will oversee the administration of social marketing interventions targeting children/youth; manage a variety of systems and quality improvement efforts within the Unit; lead a Section wide children/youth coordinating committee to improve coordination and collaboration among the Section's programs and projects serving children and youth; provide leadership related to the preparation of a wide variety of written and oral communications; establish and maintain partnerships with public and private organizations to extend the work of the Section; and collaborate with state- and community-level groups to promote environmental changes that make it easier for low-income children, youth, and their families to choose fruits, vegetables, and physical activity.

Specifically, the PAII performs the following duties:

- 55% Oversees all aspects of the *Network for a Healthy California—Children's Power Play! Campaign* targeting elementary school age children from food stamp eligible families. Responsibilities include oversight of all *Campaign*-related activities of the *Regional Network* contractors; strategy development and planning; development and updating of *Campaign* educational and promotional materials; participation in the planning and implementation of media and public relations activities; development and implementation of evaluation strategies; management of the *Campaign's* budget; preparation of reports to funders; development and maintenance of partnerships with public and private organizations; and supervision of three *Campaign* staff.
- 10% Collaborates with the Unit Manager in overseeing the development, implementation, and evaluation of Harvest of the Month. Collaborates with staff working on youth initiatives and other youth empowerment activities.
- 10% Manages a variety of systems and continuous quality improvement efforts within the Unit, including systems to maintain accurate and accessible records and files, improve coordination among programs, maintain consistent messaging across programs, ensure appropriate targeting of state and regional interventions, and integrate appropriate physical activity messaging into *Campaigns/Programs*.
- 10% Chairs a *Network* children/youth coordinating committee and manages selected cross-Unit projects related to children/youth. Ensures committee representation from all appropriate *Network* Units and the California Department of Education liaison to the *Network*; facilitates communication among members through regular meetings and e-mail; establishes and coordinates subcommittees, as appropriate; and communicates regularly with *Network* management regarding the committee's activities.

Manages selected cross-Unit projects, such as the development of information pieces describing the *Network's* work with children/youth, the development and testing of child- and youth-specific branding and messaging strategies, and coordination with U.C. Davis Food Stamp Nutrition Education Program staff.

- 5% Works with staff to establish and maintain partnerships with public and private organizations serving children, youth, and families to extend the work of the *Network*, both financially and programmatically, and to promote environmental changes that make it easier for low-income children, youth, and families to choose fruits, vegetables, and physical activity.
- 5% Prepares a wide variety of written and oral communications, including administrative reports, contracts, grants, consumer- and intermediary-targeted materials, professional presentations, and articles for publication.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Program Administrator II - *Retail Program***  
***Network for a Healthy California— Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the general supervision of the *Fruit, Vegetable, and Physical Activity Campaigns and Programs* Unit Manager, the Program Administrator II (PAII) manages all activities related to the *Network for a Healthy California—Retail Program*, liaises with produce industry stakeholders on behalf of the *Network for a Healthy California (Network)*; develops *Network* nutrition standards with Research and Evaluation Unit and in collaboration with other *Network* staff, plans *Fruit, Vegetable, and Physical Activity Campaigns and Programs* Unit trainings and coordinates with overall training goals for the section. Responsibilities include leading *Retail Program* planning, implementation, evaluation, and fiscal management; developing partnerships between produce industry stakeholders and *Network* campaigns, programs, special projects, and local incentive awardees; developing and communicating approved nutrition standards to *Network* staff; and planning training calendars and activities.

Specifically, the PAII performs the following duties:

- 55% Directs the strategic planning, implementation, process and outcome evaluation, and fiscal management of the *Network for a Healthy California—Retail Program (Retail Program)*. Develops annual plans for *Retail Program* interventions that target low-income consumers and community-based organizations and partners. 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. Develops, tests, and trains *Network* staff how to implement fruit and vegetable promotional activities in the retail environment. Coordinates retail interventions with industry events and media and public relations activities. Supervises *Retail Program* staff.
- 20% Identifies and develops partnerships between produce industry stakeholders (growers, processors, distributors, retailers, agricultural commodity boards) and *Network* campaigns, programs, special projects, and local incentive awardees. Coordinates retail activities with the Produce for Better Health Foundation. Leverages produce industry partnerships to integrate Harvest of the Month materials into the *Networks'* multiple campaigns and programs. Maintains produce industry partnerships by inviting produce industry representatives to participate in the Fruit and Vegetable Promotion Action Team and assisting in the administration and direction of the group.
- 10% Contributes to the development and maintenance of *Network* nutrition standards by chairing a Nutrition Standards and Guidelines Team, assisting in the development of a *Network* Recipe library, developing and communicating nutrition related guidelines for materials and publications, develops and conducts in-house nutrition trainings for *Network* programs and campaign staff.
- 10% Prepares and/or co-authors a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, training materials, articles for publication, and resource materials for public sector/food security partners.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Program Administrator II, Worksite Health Promotion Program**  
***Network for a Healthy California***  
**Public Health Institute**

Under the direction of the *Chief, Cancer Control Branch*, the Program Administrator II (PAII) manages the design, implementation, and evaluation of a statewide worksite health promotion program aimed at improving the health of predominately low-wage, food stamp eligible workers through increased consumption of fruits and vegetables and improved levels of physical activity. The PAII oversees all aspects of the *Network for a Healthy California—Worksite Program (Worksite Program)*. Responsibilities include strategy development and planning; management of the *Worksite Program's* budget; development and updating of *Worksite Program* materials; maintenance of regional program implementation through multiple *Regional Networks*; development and implementation of evaluation strategies; preparation of reports and annual plans to funders; and development and maintenance of partnerships with public, private, and nonprofit workplaces.

Specifically, the PAII performs the following duties:

- 65% Manages the strategic development, planning, statewide and regional implementation, maintenance, and budgets for the *Worksite Program*. Oversees and participates in the development, testing, and production of materials targeted to predominately low-wage employees, business leaders, and appropriate partners and stakeholders. Collaborates with the targeted *Campaigns/Programs* and other *Network for a Healthy California* projects to strengthen worksite efforts statewide. Collaborates and coordinates activities with the California Task Force on Youth and Workplace Wellness and other worksite-related groups both statewide and nationally. Manages and provides oversight for worksite-related scopes of work for multiple *Regional Networks*. Provides staff supervision for one *Worksite Program* staff.
- 10% Manages the development and implementation of process and impact evaluations targeting predominately low-wage workers. Develops and maintains systems for tracking statewide and regional worksite interventions.
- 10% Prepares and/or co-authors a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, and articles for publication. Prepares progress reports and annual state plans for the *Worksite Program*.
- 10% Promotes partnerships with public, nonprofit, and private sector workplaces serving predominately low-wage employees to extend the work of the *Worksite Program*.
- 5% Performs other duties, as required.

**DUTY STATEMENT**  
**Program Administrator II**  
*Network for a Healthy California* – Administrative Operations Section  
**Public Health Institute**

Under the general direction of the Administrative and Fiscal Services Unit lead of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, and the PHI Program Administrator III, the Program Administrator II (PA II) provides direction for financial contract support, personnel consultation, technical assistance, and oversight of the scope of work for a master contract; with special emphasis on nutrition education and promotion of physical activity among low- income households with children. The position requires working independently, handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills. Duties include but are not limited to:

- 30% The incumbent works closely with the Program Administrator III to develop, negotiate, implement, and monitor subcontracts for the *Network* programs which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, school districts, and park and recreation agencies, faith, food security task force, and healthy cities).
- 15% Assists the Program Administrator III and accounting team with reviews of contractor scopes of work and invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Prepares necessary encumbering and disencumbering forms.
- 20% Assists in training of contractors/grantees on federal and state fiscal and program requirements. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel. Participates on various program quality improvement projects.
- 25% Provides back-up support to the PA III with regard to budgeting, personnel management, special projects and other assignments. Assists with writing the administrative and fiscal sections of the USDA annual plan and USDA interim and final reports. Assists with other writing assignments as needed.
- 5% Assists in the development of Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Program Administrator III**  
***Network for a Healthy California – Administrative Operations Section***  
**Public Health Institute**

Under the supervision of the *Network for a Healthy California (Network)* Administrative and Fiscal Services Unit lead, the Program Administrator III (PA III) provides overall administrative guidance in all phases of implementing the PHI administered Food Stamp Nutrition Education (FSNE) Program contracts, including faith-based fruit and vegetable campaign subcontracts, personnel and programmatic analytical and fiscal services. PA III evaluates and reconciles the Public Health Institute's (PHI) contract budget within budgetary process; analyzes and advises senior staff on available budgetary resources; and advises staff on upcoming contracts/grants regarding protocol and fiscal requirements; assesses compliance with fiscal guidelines; maintains current program and budgetary information on all contracts, grants, and interagency agreements; and prepares fiscal reports, budget proposals/revisions, and expenditure reports. Other duties include the coordination with the Human Resource Department and *Network* unit leads of all personnel recruitment and human resource activities of PHI employees. The PA III makes recommendations to the *Network's* Administrative lead relevant to *Network/FSNE* needs regarding contract personnel, personnel changes and for equipment, space allotment, and assignments. Specifically the incumbent performs the following duties:

- 15% Establishes, maintains, and evaluates fiscal monitoring systems for tracking FSNE expenses and budget expenditures, provides fiscal analysis, and completes required fiscal reports. Oversees the fiscal management of PHI/*Network* operational procedures and policies. Acts as co-lead in the coordination of progress reports to the United States Department of Agriculture (USDA), other funders, and on the annual USDA Plan.
- 20% Assists with the implementation of the FSNE program, including responding to routine inquiries, in the monitoring of program deliverables, and in developing systems to monitor materials, distribution to local FSNE projects, and utilization. Assists in resource development, program reports, coordinating encumbrance of funds, and maintaining records.
- 20% Oversees onsite human resources for contract staff, including recruitment and assuring adherence to personnel policies such as performance evaluations, merit salary adjustments, and reporting. Assists supervisors with section personnel policies.
- 15% Oversees office operations including purchasing, acquisition of equipment, space planning, development of office procedures, and communications with headquarters office. Assists in the selection and/or development and management of computer databases, and provides support in the compilation and management of program data.
- 10% Serves in an advisory capacity at senior staff meetings and workgroups for; USDA Annual Plan and annual report; Annual *Network* Conference; Web Committee; and for *Network/PHI* protocol.
- 5% Provides leadership to *Network/PHI* unit leads on strategic planning and methods of increasing efficiency of program implementation, workload and intra-unit communications.
- 5% Assists *Network* project staff developing Request for Proposals, Request for Applications, Invitation to Bid and Sole-source purchases.
- 5% Oversees the PHI budget section of the USDA annual plan.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Program Director I (50% time)**  
*Network for a Healthy California – Policy, Planning and Evaluation Section*  
**Public Health Institute**

Under the direction of the Policy, Planning and Evaluation Section Chief and with guidance from the Health Program Specialist II (HPSII) within the *Network for a Healthy California (Network)*, the Program Director I develops and implements school and community policies and programs for promoting increased consumption of fruits and vegetables; nutrition education and physical activity, with a focus on low-income communities, children and families.

This includes identifying and mobilizing leadership for food stamp promotion and increasing nutrition assistance program access through state and local education, social service, agriculture and child care agencies, departments, boards and councils; serving as administrative liaison with the Department of Education, Nutrition Services Division and providing oversight and guidance to assigned *Network* projects and contracts.

The position will provide leadership and serve on leadership councils and committees; provide technical assistance to other projects and programs in state departments and agencies; and share representation at various nutrition assistance program, nutrition education and physical activity related committees, meetings, councils and conferences. The position is responsible for staying informed of current nutrition assistance program issues. The position is also responsible for other duties as required.

The position will coordinate and collaborate with the California Department of Public Health, Education, Social Services, Agriculture, and a variety of hunger, nutrition and health-focused advocacy organizations in order to integrate the Food Stamp Program into national, state and local efforts to improve nutrition education, access to the Food Stamp Program, increase consumption of fruit and vegetables and food security.

- 15% (SNAP- State Departments of Education/Health/Social Services/Agriculture) – Serving as a voice for child nutrition programs in supporting Food Stamp promotion in food assistance programs through coordination and information sharing.
- 20% (IFAC/FANOut - County Departments/Food Security and Advocacy Organizations WIC/CNAC/CASBO/CSFSA) – Elevating Food Stamp promotion in CDE and serving as a voice for schools and child care in building county-based food systems.
- 20% (Pre-School/Early Childhood – First 5/WIC/Resource and Referral/Head Start/Interagency Child Care Outcomes/CCFP Roundtable/DSS Community Care Licensing) – Elevating Food Stamp promotion and nutrition education/physical activity in child care and education settings.
- 35 % (Nutrition Network Project Team - First 5/CFPA/Farm to School/Food Security/Education) – Serving as resource on policy and project design to support expansion of systems and processes to the larger community.
- 10% Other duties as assigned.

**DUTY STATEMENT**  
**Research Associate II**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the supervision of the Research Scientist II and the general direction of the Policy, Planning and Evaluation Section Chief, the Research Associate II (RAII) will assist in the identification and production of geographic/demographic data for program planning and targeting, preparation of research reports 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 participate in other research and evaluation projects as required. Writes technical reports and research articles for publication by the *Network*, completes data tables from raw data output and narrates results to include in reports.

- 35% 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 FPL; utilizes database to work with Program Managers on accurately targeting their service areas and responding to queries on Network school sites. Utilizes large demographic/socioeconomic/geographic datasets to extract summary information, aggregate data, and import data into various spreadsheet or database formats and a desktop GIS system. Examples of data include U.S. Census data, and California Department of Education summary data. Maintain technical documentation for all completed work and become familiar with the technical manuals of the 4 different Census 2000 datasets (SF1, SF2, SF3, SF4). Provide training to *Network* staff on use of Census tables and Dept. of Education Dataquest website. Assist contractor in training staff and contractors how to use Network GIS.
- 25% Coordinates completion of data tables and data analysis for research projects, including data entry and double-checking tables; assist in the preparation and conduct of research projects
- 15% Conducts literature searches on research topics; performs fact checking of materials submitted by Communications and Campaigns units. Coordinates Unit contribution to Communications newsletter and writes brief research articles directed towards *Network* FSNE contractors.
- 10% Works with Microsoft Access writing SQL queries, merging data, and creating relational datasets. Use a GIS software package (ESRI ArcGIS) for importing and joining data, creating layouts and maps of data for reporting, spatial querying of data, etc. to be used by State staff and local contractors for program planning and population targeting. Incorporate any results into a web-based GIS system (<http://www.cnngis.org>).
- 10% Assists with the preparation of Section grant plans and annual reports. Participate in technical writing of research reports for publication by the Section.
- 5% Carries out other duties as required.

**DUTY STATEMENT**  
**Research Associate II**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**

Under the supervision of the Research Scientist II and the general direction of the Policy, Planning and Evaluation Section Chief, the Research Associate II (RAII) will assist in the identification and production of geographic/demographic data for program planning and targeting, preparation of research reports 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 (CalCEEPS)], and participate in other research and evaluation projects as required. Writes technical reports and research articles for publication by the *Network*, completes data tables from raw data output and narrates results to include in reports.

- 35% 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 FPL; utilizes database to work with Program Managers on accurately targeting their service areas and responding to queries on Network school sites. Utilizes large demographic/socioeconomic/geographic datasets to extract summary information, aggregate data, and import data into various spreadsheet or database formats and a desktop GIS system. Examples of data include U.S. Census data, and California Department of Education summary data. Maintain technical documentation for all completed work and become familiar with the technical manuals of the 4 different Census 2000 datasets (SF1, SF2, SF3, SF4). Provide training to *Network* staff on use of Census tables and Dept. of Education Dataquest website. Assist contractor in training staff and contractors how to use Network GIS.
- 25% Coordinates completion of data tables and data analysis for research projects, including data entry and double-checking tables; assist in the preparation and conduct of research projects
- 15% Conducts literature searches on research topics; performs fact checking of materials submitted by Communications and Campaigns units. Coordinates Unit contribution to Communications newsletter and writes brief research articles directed towards *Network* FSNE contractors.
- 10% Works with Microsoft Access writing SQL queries, merging data, and creating relational datasets. Use a GIS software package (ESRI ArcGIS) for importing and joining data, creating layouts and maps of data for reporting, spatial querying of data, etc. to be used by State staff and local contractors for program planning and population targeting. Incorporate any results into a web-based GIS system (<http://www.cnngis.org>).
- 10% Assists with the preparation of Section grant plans and annual reports. Participate in technical writing of research reports for publication by the Section.
- 5% Carries out other duties as required.

**PHI Duty Statement**  
***Network for a Healthy California***  
***Research Associate III***

Under direction of the Research Scientist II, the *Network for a Healthy California (Network)* seeks a Research Associate III (RA III), based in Sacramento, to assume a leadership role in the preparation and conduct of one *Network for a Healthy California (Network)* survey research project, such as the California Dietary Practices Survey (CDPS), the California Teen Eating, Exercise and Nutrition Survey (CalTEENS), and the California Children's Eating and Exercise Practices Survey (CalCHEEPS), overseeing IRB preparation and protocol development, implementation, coordinating analysis and preparation of data tables from raw data printouts, and coordinating and narrating results for inclusion in reports. Assists with the collection and processing of the Semi-Annual Activity Report (SAAR) and the Education and Administrative Reporting System (EARS), the Impact Evaluation project, and other research and evaluation projects as required. Writes articles and technical fact sheets for publication by the *Network*. Incumbent will also participate in organizing activities and other support work as needed.

- 30% Coordinates development, implementation, and analysis of one major surveillance survey or specialized research project; develops and writes technical reports based on survey or research findings.
- 20% Under the direction of the Evaluation Specialist (ES), creates Impact Evaluation data entry templates and performs technical assistance; monitors contractors' impact evaluation progress and provides assistance with trainings for capacity building workshops in evaluation; participates in the development and formatting of assessment instruments; assists ES with preparation of annual Impact Evaluation Report.
- 15% Organizes data runs and data requests for survey research, including coordination with staff, and communication with consultants for data collection and analyses; creates, edits, enters data, double checks, and organizes data tables for *Network* internal and external survey data, Food Stamp program data, and other program-related data.
- 10% Writes *Network* Communications newsletter articles and research Fact Sheets; contributes to writing of research reports; reviews, fact checks, and proofreads documents and data submitted by other *Network* units and regional collaboratives; assists with the preparation of Section grant applications and progress reports.
- 10% Works with Microsoft Access writing Structured Query Language (SQL) queries, merging data, and creating relational datasets. Use a Geographic Information System software package (ESRI ArcGIS) for importing and joining data, creating layouts and maps of data for reporting, spatial querying of data, etc. to be used by *Network* staff and local contractors for program planning and population targeting. Incorporate results into a web-based GIS system (<http://www.cnngis.org>).
- 10% Creates, proofs and edits graphics and documents for reports and slide presentations (PowerPoint, Word, and Excel); provides technical assistance to REU staff in use of Excel and PowerPoint.
- 5% Other duties as assigned.

**DUTY STATEMENT**  
**Research Associate IV**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**

The Research Associate IV works under the leadership of the Policy, Planning and Evaluation Section Chief of the *Network for a Healthy California (Network)* and the Research Scientist II. The Research Associate IV (RAIV) works in coordination with other interdisciplinary research staff in the preparation and conduct of statewide evaluation projects of *Network* and *Fruit, Vegetable, and Physical Activity Campaign's* Food Stamp nutrition education interventions, including the *California Dietary Practices Survey (CDPS)*, the *California Teen Eating, Exercise and Nutrition Survey (CalTEENS)*, the *California Children's Healthy Eating and Exercise Practices Survey (CalCHEEPS)*, *Semi-Annual Activity Report (SAAR)*, and other evaluation projects as required. RAIV acts as project coordinator on at least one survey or other major *Network* evaluation project and at least one program evaluation project, in addition to serving as a research and evaluation consultant for section programs. RAIV takes the lead on the preparation of scientific reports, fact sheets, media materials, and presentation of findings as appropriate for local contractors, regional lead staff, educators, and other professionals who work with Food Stamp recipients and eligible persons; participates in review and fact-checking of program public relations materials; and assists in the collection and tracking of programmatic data to support the *Fruit, Vegetable, and Physical Activity Campaign* evaluations. Specific duties include:

- 35% Coordinates development, implementation, and analysis of one major in-house evaluation survey, e.g., *CDPS*, *CalTEENS*, or *SAAR*, including preparation of reports on findings to share with local contractors, regional lead staff, educators, and other professionals who work with Food Stamp recipients and eligible persons.
- 25% Serves as evaluation liaison for formative, process, and outcome evaluation for *African American Campaign*, *Asian Pacific Islander Campaign*, or *Harvest of the Month—Network* Food Stamp nutrition education interventions— as assigned. Coordinates formative research projects; contributes to design and development of evaluation projects, contract development and monitoring, development of focus group materials and structured interviews, monitoring interviews, and review of contractor reports.
- 10% Provides evaluation support for two *Regional Networks*, 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% Provides expert review of media material supporting *Network* activities and release of *Network* reports.
- 10% Serves as the *Network* evaluation liaison for California surveillance workgroups, e.g., the *Behavioral Risk Factor Survey* or *California Health Interview Survey*. Tasks will include attendance at meetings, participation in questionnaire development, and development of questions and data analysis plans that support *Network* objectives with Food Stamp participants and eligible persons and related food insecurity issues.
- 5% Assists with the preparation of Section grant applications and progress reports.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Research Associate IV**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**

The Research Associate IV works under the leadership of the Policy, Planning and Evaluation Section Chief of the *Network for a Healthy California (Network)* and the Research Scientist II. The Research Associate IV (RAIV) works in coordination with other interdisciplinary research staff in the preparation and conduct of statewide evaluation projects of *Network* and *Fruit, Vegetable, and Physical Activity Campaign's* Food Stamp nutrition education interventions, including the *California Dietary Practices Survey (CDPS)*, the *California Teen Eating, Exercise and Nutrition Survey (CalTEENS)*, the *California Children's Healthy Eating and Exercise Practices Survey (CalCHEEPS)*, *Semi-Annual Activity Report (SAAR)*, and other evaluation projects as required. RAIV acts as project coordinator on at least one survey or other major *Network* evaluation project and at least one program evaluation project, in addition to serving as a research and evaluation consultant for section programs. RAIV takes the lead on the preparation of scientific reports, fact sheets, media materials, and presentation of findings as appropriate for local contractors, regional lead staff, educators, and other professionals who work with Food Stamp recipients and eligible persons; participates in review and fact-checking of program public relations materials; and assists in the collection and tracking of programmatic data to support the *Fruit, Vegetable, and Physical Activity Campaign* evaluations. Specific duties include:

- 35% Coordinates development, implementation, and analysis of one major in-house evaluation survey, e.g., *CDPS*, *CalTEENS*, or *SAAR*, including preparation of reports on findings to share with local contractors, regional lead staff, educators, and other professionals who work with Food Stamp recipients and eligible persons.
- 25% Serves as evaluation liaison for formative, process, and outcome evaluation for *African American Campaign*, *Asian Pacific Islander Campaign*, or *Harvest of the Month—Network* Food Stamp nutrition education interventions— as assigned. Coordinates formative research projects; contributes to design and development of evaluation projects, contract development and monitoring, development of focus group materials and structured interviews, monitoring interviews, and review of contractor reports.
- 10% Provides evaluation support for two *Regional Networks*, 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% Provides expert review of media material supporting *Network* activities and release of *Network* reports.
- 10% Serves as the *Network* evaluation liaison for California surveillance workgroups, e.g., the *Behavioral Risk Factor Survey* or *California Health Interview Survey*. Tasks will include attendance at meetings, participation in questionnaire development, and development of questions and data analysis plans that support *Network* objectives with Food Stamp participants and eligible persons and related food insecurity issues.
- 5% Assists with the preparation of Section grant applications and progress reports.
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Research Scientist I (50% time)**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**  
**(Proposed)**

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Policy, Planning and Evaluation Section Chief within the *Network for a Healthy California (Network)*, to design, develop, coordinate, and analyze evaluation projects focused primarily on contractors working directly with Food Stamp participants and eligible persons; provides expertise to the *Network* on the topics of social marketing and large-scale evaluation theory and methods for a multi-program, multi-site statewide Food Stamp nutrition education intervention. Responsibilities include analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques. Specific duties include:

- 40% Plans and monitors formative, process, and outcome evaluation of contractors. Provides *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for Food Stamp nutrition education 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% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.
- 15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging social marketing evaluation issues.
- 10% Prepares case studies and other Food Stamp nutrition education evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* FSNE evaluation projects.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Research Scientist I (50% time)**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Policy, Planning and Evaluation Section Chief within the *Network for a Healthy California* (*Network*), to design, develop, coordinate, and analyze evaluation projects focused primarily on contractors working directly with Food Stamp participants and eligible persons; provides expertise to the *Network* on the topics of social marketing and large-scale evaluation theory and methods for a multi-program, multi-site statewide Food Stamp nutrition education intervention. Responsibilities include analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques. Specific duties include:

- 40% Plans and monitors formative, process, and outcome evaluation of contractors. Provides *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for Food Stamp nutrition education 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% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.
- 15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging social marketing evaluation issues.
- 10% Prepares case studies and other Food Stamp nutrition education evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* FSNE evaluation projects.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Research Scientist I (60% time)**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Policy, Planning and Evaluation Section Chief within the *Network for a Healthy California* (*Network*), to design, develop, coordinate, and analyze evaluation projects focused primarily on contractors working directly with Food Stamp participants and eligible persons; provides expertise to the *Network* on the topics of social marketing and large-scale evaluation theory and methods for a multi-program, multi-site statewide Food Stamp nutrition education intervention. Responsibilities include analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques. Specific duties include:

- 40% Plans and monitors formative, process, and outcome evaluation of contractors. Provides *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for Food Stamp nutrition education 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% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.
- 15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging social marketing evaluation issues.
- 10% Prepares case studies and other Food Stamp nutrition education evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* FSNE evaluation projects.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Research Scientist I (CX<sup>3</sup>)**  
***Network for a Healthy California – Policy, Planning and Evaluation Section***  
**Public Health Institute**

The Research Scientist I (RS I) will work under the leadership of the Chief of the Policy, Planning, and Evaluation Section and the Manager, Research and Evaluation (Research Scientist II), *Network for a Healthy California (Network)*. The Research Scientist I will work in coordination with other interdisciplinary research staff in the preparation and conduct of research projects, including *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX<sup>3</sup>)* and other research and evaluation projects as required. The Research Associate will act as lead researcher for CX<sup>3</sup> and at least one additional program evaluation project, in addition to serving as a research and evaluation consultant for section programs. The RS I 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 may assist in the collection and tracking of programmatic data to support Campaign evaluations. The Research Scientist I is expected to complete all work in an independent fashion at a level of expertise appropriate for a Master's prepared employee with at least five years post-Master's experience, or an employee with at least two years of increasingly complex projects and responsibilities. Specifically, the incumbent performs the following duties:

- 40% Coordinates development, and implementation of local food environment and program planning surveys for Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention (CX3); Develops and conducts GIS trainings; co-leads trainings in conduct of field surveys; coordinates instrument development; develops scoring methodology and analysis of field data; provides guidance for local contractors on interpretation of data and strategic program planning; reviews and provides feedback on case study reports; prepares evaluation reports on findings to share with local contractors, regional lead staff, educators, and other professionals who work with Food Stamp recipients and other low-income people;..
- 25% 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% Coordinates all non-drill requests for REU fact-checking and other research assistance from Communications, Community Development, Regional Nutrition, and Policy and Partnerships Units; assigns tasks and follows through to completion
- 10% 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. Reviews case study reports; leads new staff orientation to Regional Networks, the research liaison role, and the case study report process.
- 5% Provides oversight to RAIV serving on the Nutrition Standards and Guidelines Team; provides expert review of nutrition education intervention material supporting Network activities and release of Network reports if RAIV needs assistance..
- 5% Assists with the preparation of Section grant applications and progress reports
- 5% Performs other duties as required.

**DUTY STATEMENT**  
**Research Scientist I**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Policy, Planning and Evaluation Section Chief within the *Network for a Healthy California* (*Network*), to design, develop, coordinate, and analyze evaluation projects focused primarily on contractors working directly with Food Stamp participants and eligible persons; provides expertise to the *Network* on the topics of social marketing and large-scale evaluation theory and methods for a multi-program, multi-site statewide Food Stamp nutrition education intervention. Responsibilities include analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques. Specific duties include:

- 40% Plans and monitors formative, process, and outcome evaluation of contractors. Provides *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for Food Stamp nutrition education 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% Refines and coordinates data tracking systems; designs and oversees data analysis on reports from multiple grantee sites; provides results in report and graphic formats.
- 15% Develops training materials and provides training for internal staff and *Network* funded contractors on correct use of standardized evaluation instruments, procedures, and policies. Provides guidance to research and evaluation unit staff on challenging social marketing evaluation issues.
- 10% Prepares case studies and other Food Stamp nutrition education evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* FSNE evaluation projects.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Research Scientist I**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

The Research Scientist I works under the supervision of the Research Scientist II (Unit Lead) and the Policy, Planning and Evaluation Section Chief within the *Network for a Healthy California* (*Network*), to design, develop, coordinate, and analyze evaluation projects focused primarily on contractors working directly with Food Stamp participants and eligible persons; provides expertise to the *Network* on the topics of social marketing and large-scale evaluation theory and methods for a multi-program, multi-site statewide Food Stamp nutrition education intervention. Responsibilities include providing evaluation technical assistance to contractors and Network Campaign and Programs staff, analyzing evaluation data and documenting evaluation results, both quantitatively and through qualitative techniques. Specific duties include:

- 30% Plans and monitors formative, process, and outcome evaluation of contractors. Provides *Network*-funded partners with input into their evaluation activities and provides technical assistance; reviews designated Scopes of Work for Food Stamp nutrition education projects funded by the *Network* to assess the extent and suitability of evaluation measures proposed or already in place. Work primarily with non-profit contractors (Non-profit Incentive Awardees and Local Food and Nutrition Education projects.)
- 15% Acts as Research Unit liaison for the *Network*'s African American Campaign, the *Network*'s Retail Program and one Regional *Network* Collaborative.
- 15% Prepares case studies and other Food Stamp nutrition education evaluation reports and presentations for health, education, and human services professionals, staff, funders, and lay audiences on findings from *Network* FSNE evaluation projects.
- 15% Provide research and evaluation technical assistance to *Network* staff and contractors working with the Food Stamp Access Improvement Plan (FSAIP).
- 10% Participates in the collaborative planning and analysis of the California Women's Health Survey, ensuring that questions on Food Stamp participation, food security, and food assistance usage are included in the annual survey and developing the analysis plan for those questions.
- 10% Provide oversight of consultancy contract for evaluation technical assistance to Local Food and Nutrition Education (LFNE) contractors.
- 5% Other duties as required.

**DUTY STATEMENT**  
**Research Scientist II**  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Under the supervision of the Policy, Planning and Evaluation Section Chief, *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 non-profit sectors. The RS II will provide technical consultation on study, design, and interpretation of epidemiologic and evaluation research, and serve as liaison to regionally administered, direct service programs throughout the State. The RS II will have major responsibilities for developing a strong research component of the *Network* and in seeking outside funds for special studies, such as the National Cancer Institute, the United States Department of Agriculture, or the Centers for Disease Control and Prevention. Specific duties include:

- 45% 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 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% 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. Prepares research components of grant applications.
- 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.  
  
Will assume responsibility for overseeing major biennial surveys, including the California Dietary Practices Survey of Adults, the California Teenage Eating, Exercise, and Nutrition Survey (Cal TEENS), and the California Dietary Practices Survey of Children.
- 10% 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.

**DUTY STATEMENT**  
**Technical Assistance Specialist III, *Latino Campaign***  
***Network for a Healthy California* – Policy, Planning and Evaluation Section**  
**Public Health Institute**

Non-profit public health organization seeks a team-oriented Technical Assistance Specialist III (TASIII), who under the direction of the Marketing Manager I – Latino Campaign will participate in the effective implementation and evaluation of a statewide social marketing campaign aimed at improving the health of low-income Latino adults through increased consumption of fruits and vegetables and improved levels of physical activity. The TASIII will work as a member of the *Network for a Healthy California's (Network) Fruit, Vegetable, and Physical Activity Campaigns-Latino (Campaign)* that focuses on Spanish-language dominant and acculturated, English-speaking Latinos. The TASIII will provide ongoing technical assistance for the *Latino Campaign's* regional coordinators by analyzing activity tracking forms and consumer surveys in support of effective implementation of the *Campaign* through the Regional Networks. The TASIII will work with funded projects to ensure evidence based practices are implemented while also reviewing the effectiveness of process and outcome evaluation tools. The TASIII will provide guidance and assistance to the regional coordinators in preparing a variety of documents, reports, and data collection. The TASIII will also represent the *Campaign* at conferences and meetings; work with public and private partners on special projects; develop, revise, and layout a variety of culturally appropriate, bilingual program materials. Specifically, the TASIII will perform the following duties:

- 50% Provide technical assistance for the *Latino Campaign's* regional coordinators by analyzing activity tracking forms and consumer surveys in support of effective implementation of the *Campaign* through the Regional Networks. Assist in the input of data for analyses and maintain regional contact information using GIFTS database. Maintain regular computer records of technical assistance calls documenting problems and corrective plans and implementing additional training as necessary. Distribute and assist in the implementation of the developed process and outcome measures gathered. Assist in writing final summary report for the *Campaign*.
- 20% Provide technical assistance to regional coordinators assisting in the development and pilot testing of new intervention strategies and channels that target low-income Latino adults to determine their effectiveness in reaching the target audience. Assist in the implementation of newly identified successful strategies.
- 10% Assist in the development of partnerships with public and private organizations by maintaining the GIFTS database. Participate and support a variety of *Network* workgroups.
- 10% Provide technical assistance to regional coordinators participating in the development and testing of Spanish-language and Latino-specific, English-language collateral materials, education-based promotional items, and skill-building activities for use in the *Latino* intervention channels.
- 5% Represent the *Campaign* by presenting at and participating in conferences and professional meetings.
- 5% Other duties, as required.

**DUTY STATEMENT**  
**Information Specialist III - Web Designer**  
***Network for a Healthy California* – Administrative Operations Section**  
**Public Health Institute**

Under the general supervision of the Information Technology & Systems Improvement Unit Manager, *Network for a Healthy California (Network)*, the Information Specialist III (IS III) will direct Website development and management for a diverse group of *Fruit, Vegetable and Physical Activity Campaigns* and Programs which promote healthy eating and physical activity among low-income populations. The IS III is involved in the development of new sites; maintaining an existing sites; facilitating an internal Web advisory team; developing or coordinating the development of Web content and ensuring ongoing updates; responding to queries received via the Web; developing and managing a variety of listservs; and representing the *Network* at Web task forces and committees.

- 30 % Site Development and Maintenance: Develops, designs, produces, launches and maintains the *Campaign Website* ([www.networkforahealthycalifornia.net](http://www.networkforahealthycalifornia.net)) and maintains the current and past Websites ([www.dhs.ca.gov/cpns](http://www.dhs.ca.gov/cpns) and [www.ca5aday.com](http://www.ca5aday.com)). Responsible for coordinating all approval processes; Manages Web content and design, ensuring that the site is current and relevant to *Network* target audiences.
- 20 % Identifies opportunities for utilizing the Web to reach *Network* target audiences; Ensures the integration of the Website with overall *Network* branding strategies and across various public outreach campaigns; Coordinates an internal Web advisory team, soliciting and responding to feedback as necessary;
- 20 % Tracks and reports monthly on Website visitation statistics and responds to public queries received via the Web; Oversees Web contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance; Represents the *Network* on California Department of Public Health Web task forces and committees;
- 20 % Listservs and Technical Assistance: Develops and manages various listservs; Provides technical support and guidance on Web and Internet issues; Maintains current knowledge and information about Web standards and strategies, especially related to low-income populations and social marketing.
- 20 % Contributes this knowledge and information to strategic and operational plans, presentations and reports. Performs other duties as required.

**DUTY STATEMENT**

Class Title <b>Accountant I</b>	Position Number <b>580-310-4177-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Administrative and Fiscal Services</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Associate Accounting Analyst, this Program-dedicated position provides a full range of accounting activities supporting Public Health, Prevention Services in the Cancer Control Branch. The Program maintains an annual budget of close to \$100 million from the Federal Government through reimbursements in an inter agency agreement with the CA Department of Social Services. The Program's reimbursement project funds approximately one hundred and fifty (150) contracts, two multi-million dollar external contracts, one with multiple funding sources requiring detailed tracking, and heavy travel and transit reimbursements volume for over thirty (30) state employees.

**Supervision Received:** Direct supervision from Accounting Administrator I, Supervisor in Accounting, and Staff Services Manager I in Program with Associate Accounting Analyst as lead.

**Supervision Exercised:** None

**Description of Duties:** The Accountant I must have knowledge of Generally Accepted Accounting Principles and possess the ability to interpret and apply accounting principles as well as State and Department policies to the accounts payable process. A strong knowledge of the CALSTARS System and CALSTARS reports is required to successfully perform in this position. The Accountant I will perform the full range of the accounts payable function for the Cancer Control Branch and will assist the Associate Accounting Analyst in a variety of other accounting-related duties that support the Program's activities.

**Percent of Time      Essential Functions**

- 70%    Review encumbering documents for appropriateness as dictated by contract terms, encumber from such documents; audit contract invoices for payment against encumbrances in CALSTARS for approved contracts and schedule for payment; record payments in the contract ledgers and verify to CALSTARS; review output (face sheets and remittance advices) for accuracy and prepare schedules for State Controllers (SCO); review monthly contract balances to determine appropriateness of liquidations for ending contracts; notify program to prepare documents if necessary or obtain approval to liquidate unspent balances; review error reports and prepare corrections and post to CALSTARS as appropriate.
- 10%    Audit and post in CALSTARS travel expense claims for both in-state and out-of-state travel, monthly transit reimbursements; match invoices to purchase and service orders and schedule for payment to SCO; review output (face sheets and remittance advices) for accuracy and prepare schedules for SCO.

10% Assist Associate Accounting Analyst in determining and posting of year-end expenditure and reimbursement accruals; gathering of fiscal data to prepare reimbursement invoices to CA Department of Social Services; preparation and posting of any errors identified by Analyst in monthly review of CALSTARS reports

5% Back up Associate Accounting Analyst in: a) responding to Program fiscal drills from various sources outside and inside the Department; b) responding to Program fiscal inquiries; c) preparing Program responses to monthly Expenses Forecast Report and Reimbursement Report drills

**Percent of Time Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Associate Governmental Program Analyst (.50 FTE)	Position Number 580-310-5393-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Special Projects and Regional Infrastructure	
Section Administrative Operations Section	
Branch Cancer Control	
Division Chronic Disease and Injury Control	

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

**Job Summary:** 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 general direction of the Staff Services Manager I

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- 40%      Responsible for developing, negotiating, preparing contract models, implementing, and monitoring the Master Services contract, Special Projects contracts and Regional Lead Agency contracts for the Network for a Healthy California. 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 amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract workplans, the AGPA will be responsible for the any reports required of the funder.
- 20%      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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State Share qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network.
- 10%      Represents the Network, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.

- 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.
- 10% Develops Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.

**Percent of Time    Marginal Functions**

- 5% Prepares bill analyses, Budget Change Concepts/Proposals, and Finance Letters, presents reports, recommendations, and papers and articles. 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</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and

conducts a follow up desk review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Program Compliance Review</b>	
Section <b>Policy, Planning, and Evaluation</b>	
Branch <b>Cancer Control Branch</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 receives direction from the Chief of the Program Compliance Unit. The Associate Governmental Program Analyst (AGPA) develops and interprets USDA program policy and conducts program evaluations of local agencies for the Network for a Healthy California. Extensive travel (up to 50 percent) is required in performing the duties listed below.

**Supervision Received:** General direction is received from the Health Program Manager I

**Supervision Exercised:** None

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

### Percent of Time      Essential Functions

- 35%      Independently conducts an administrative review on random samples of programmatic and fiscal records in the Grants Information and Fiscal Tracking System (GIFTS); independently prepares for and leads other staff in the Program Compliance Reviews of local agencies by: reviewing local agencies programmatic and fiscal records; reviewing local agency state share activities and analyzing systems to ensure compliance with federal and state regulations; and arranging physical review of the local agency sites.
- 35%      Conducts the on-site review by observing a range of local agency site operations to monitor program 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, certification, provides briefings to the Network for a Healthy California (Network) staff to update/notify them of key findings.
- 15%      The AGPA is responsible to provide the local agency with an entrance and exit conference. Upon completion of the review, the incumbent prepares a "PCR Report" with the results of the on-site review. The Network is periodically audited by USDA and is mandated by Federal Law to conduct program 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 (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 50 percent of the time.

**Percent of Time    Marginal Functions**

- 5%    Ensures assigned program and contractor managers for each contract are consulted and informed of the PCR site visit report and key findings made during the reviews. The AGPA uses various computer applications including GIFTS as needed to assist in the identification and tracking fiscal and programmatic records and PCR related reports. Based on PCR site visits, AGPA 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 policies 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.
  
- 5%    Assist with the development of the annual Funding Application. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Special Projects and Regional Infrastructure</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- 40%      Responsible for developing, negotiating, preparing contract models, implementing, and monitoring the Master Services contract, Special Projects contracts and Regional Lead Agency contracts for the Network for a Healthy California. 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 amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract workplans, the AGPA will be responsible for the any reports required of the funder.
- 20%      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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State Share qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network.
- 10%      Represents the Network, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.

- 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.
- 10% Develops Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.

**Percent of Time Marginal Functions**

- 5% Prepares bill analyses, Budget Change Concepts/Proposals, and Finance Letters, presents reports, recommendations, and papers and articles. 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</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Special Projects and Regional Infrastructure</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- 40%      Responsible for developing, negotiating, implementing, and monitoring contracts for the Network's Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, school districts, and park and recreation agencies, faith, food security, and healthy cities). 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 amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract workplans, the AGPA will be responsible for the review and approval of fiscal portions of LIA interim and final progress reports.
- 20%      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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network.
- 10%      Represents the Network, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various

organizations including the public, health providers, and department personnel.

- 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.
- 10% Develops Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.

**Percent of Time    Marginal Functions**

- 5% Prepares bill analyses, Budget Change Concepts/Proposals, and Finance Letters, presents reports, recommendations, and papers and articles. 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</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>		Position Number <b>580-310-5393-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Unit <b>Special Projects &amp; Regional Infrastructure</b>		
Section <b>Administrative Operations</b>		
Branch <b>Cancer Control Branch</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 direction of the Chief, Special Projects & Regional Infrastructure Unit, Staff Services Manager I.

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- 30%    The AGPA works in a lead capacity in providing program and fiscal technical assistance to media contractor and at least ten local contractors with special emphasis on nutrition education and promotion of physical activity among low-income households with children. The incumbent ensures effective integration of nutrition education, training, media, and community mobilization strategies to achieve the *Network for a Healthy California's (Network)* program objectives. Reviews and negotiates scope of works, work orders and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
- 30%    Responsible for the development and implementation of *Network* special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

**Percent of Time      Essential Functions**

30% Monitors and evaluates contractor’s scope of work and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with 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* Steering Committee meetings. Coordinates and integrates the *Network’s* program objectives by attending, participating, and providing input and various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Special Projects and Regional Infrastructure</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- 40%    Responsible for developing, negotiating, implementing, and monitoring contracts for the Network's Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, school districts, and park and recreation agencies, faith, food security, and healthy cities). 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 amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract workplans, the AGPA will be responsible for the review and approval of fiscal portions of LIA interim and final progress reports.
- 20%    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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network.
- 10%    Represents the Network, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.

- 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.
- 10% Develops Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.

**Percent of Time      Marginal Functions**

- 5% Prepares bill analyses, Budget Change Concepts/Proposals, and Finance Letters, presents reports, recommendations, and papers and articles. 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</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Special Projects and Regional Infrastructure</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- 40% Responsible for developing, negotiating, implementing, and monitoring contracts for the Network's Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, school districts, and park and recreation agencies, faith, food security, and healthy cities). 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 amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract workplans, the AGPA will be responsible for the review and approval of fiscal portions of LIA interim and final progress reports.
- 20% 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network.
- 10% Represents the Network, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.

- 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.
- 10% Develops Request for Proposals (RFPs) 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. Negotiates and recommends approval of contracts. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of local and statewide projects.

**Percent of Time      Marginal Functions**

- 5% Prepares bill analyses, Budget Change Concepts/Proposals, and Finance Letters, presents reports, recommendations, and papers and articles. 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 (.60 FTE)</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the Staff Services Manager I.

**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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the

resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>580-310-5393-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control</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 general direction of the 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 Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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 LIA 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Associate Health Program Advisor</b>	Position Number <b>580-310-8337-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Community Development Unit</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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 Chief, Community Development Unit (CDU), 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 *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 general direction and supervision of the Chief, Community Development Unit

**Supervision Exercised:** None

**Description of Duties:** See Below

### Percent of Time      Essential Functions

- 35%    Responsible for strategic programmatic and administrative planning to the Unit. Researches and evaluates requests from external *Network* Local Incentive Awardee (LIA) contractors' to determine the best solutions and activities to meet the contractors' Scope of Work and subsequently plans *Network* LIA contractor's trainings, website updates, and guidance needed. Formulates the *Network's* semi-annual, annual and final progress reports and summarizes the findings for future action.
- 30%    Responsible for planning, developing, and implementing *Network* special projects, i.e., the development of Request for Applications, standardized Scope of Work, Program Managers desk manuals, streamlining reports and documentation, developing online documentation system.
- 10%    Serves as a member of a team assessing, monitoring, and evaluating of health promotion/education methods, materials, and work plans used by *Network* LIA contractors. Identifies and develops channel-specific resource materials.
- 10%    Prepares program work plans, program reports, bill analyses, informational summaries, and preparation for *Network* Joint Steering Committee Meetings.

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

**Percent of Time      Marginal Functions**

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Associate Health Program Advisor	Position Number 580-310-8337-901
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Special Projects & Regional Infrastructure	
Section Administrative Operations Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

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

**Job Summary:** The Associate Health Program Advisor (AHPA) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of the California Food Stamp Access Improvement Plan and up to ten contractors with community outreach partners with special emphasis on prescreening and providing application assistance to food stamp eligible Californians. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

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

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time      Essential Functions**

- 30% Provides program and fiscal technical oversight of the California Food Stamp Program Access Improvement Plan. Provide program and technical assistance to food stamp outreach partners and at least ten local contractors with special emphasis on prescreening and application assistance to food stamp eligible Californians. Ensure effective integration of food stamp promotion and outreach strategies to achieve the Network's program objectives. Consultative activities will include reviewing and negotiating scope of works, and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
- 20% Responsible for the development and implementation of Network special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

- 25% Monitors and evaluates contractor’s work scope 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.
  
- 10% 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. Tracking overall FSAIP budget in QuikBooks. Utilizes CDPH, CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.
  
- 10% Prepares program workplans, program reports, bill analyses, informational summaries, and preparation for FANOUT (Food and Nutrition Education and Outreach) 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.

**Percent of Time    Marginal Functions**

- 5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title: Associate Health Program Advisor	Position Number: 580-310-8337-901
Unit: Program Compliance Review Unit	
Section: Policy, Planning and Evaluation Section	
Branch: Cancer Control Branch	
Division: Chronic Disease and Injury Control	

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

**Job Summary:** The incumbent receives direction from the Health Program Manager I of the Policy, Planning, and Evaluation Section . The Associate Health Program Advisor (AHPA) develops and interprets USDA program policy and conducts program evaluations of local agencies. Extensive travel (up to 50 percent) is required in performing the duties listed below.

**Supervision Received:** General direction is received from the Health Program Manager I

**Supervision Exercised:** N/A

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

### Percent of Time      Essential Functions

- 70%      Independently conducts an administrative review on random samples of programmatic and fiscal records in the Grants Information and Fiscal Tracking System (GIFTS); independently prepares for and leads other staff in the Program Compliance Reviews of local agencies by: reviewing local agencies programmatic and fiscal 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 program 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, certification, provides briefings to the *Network* 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 "PCR Report" with the results of the on-site review. The *Network* is periodically audited by USDA and is mandated by Federal Law to conduct program 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 (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 50 percent of the time.

**Description of Duties (continued)**

**Percent of Time      Essential Functions**

- 5%      Ensures assigned program and contractor managers for each contract are consulted and informed of the PCR site visit report 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 PCR related reports. Based on PCR 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%      Assist with the development of the annual Funding Application. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------

## DUTY STATEMENT

Class Title <b>Associate Health Program Advisor</b>	Position Number <b>580-310-8337-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development Unit (CDU)</b>	
Section <b>Program Development</b>	
Branch <b>Cancer Control Branch</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 Chief, CDU, 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 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 Department of Public Health programs and partners. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

**Supervision Received:** Under the general direction and supervision of the Chief, Community Development Unit

**Supervision Exercised:** None

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

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

- |     |   |
|-----|---|
| 30% | 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 (SOW) 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 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 <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 <i>Network</i> Joint Steering Committee Meetings.   |

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

**Percent of Time    Marginal Functions**

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title: Associate Health Program Advisor	Position Number: 580-310-8337-901
Unit: Program Compliance Review Unit	
Section: Policy, Planning and Evaluation Section	
Branch: Cancer Control Branch	
Division: Chronic Disease and Injury Control	

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

**Job Summary:** The incumbent receives direction from the Health Program Manager I of the Policy, Planning, and Evaluation Section . The Associate Health Program Advisor (AHPA) develops and interprets USDA program policy and conducts program evaluations of local agencies. Extensive travel (up to 50 percent) is required in performing the duties listed below.

**Supervision Received:** General direction is received from the Health Program Manager I

**Supervision Exercised:** N/A

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

### Percent of Time      Essential Functions

- 70%      Independently conducts an administrative review on random samples of programmatic and fiscal records in the Grants Information and Fiscal Tracking System (GIFTS); independently prepares for and leads other staff in the Program Compliance Reviews of local agencies by: reviewing local agencies programmatic and fiscal 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 program 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, certification, provides briefings to the *Network* 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 "PCR Report" with the results of the on-site review. The *Network* is periodically audited by USDA and is mandated by Federal Law to conduct program 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 (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 50 percent of the time.

**Description of Duties (continued)**

**Percent of Time      Essential Functions**

- 5%      Ensures assigned program and contractor managers for each contract are consulted and informed of the PCR site visit report 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 PCR related reports. Based on PCR 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 policies and procedures to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

**Percent of Time      Marginal Functions**

- 5%      Assist with the development of the annual Funding Application. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------

## DUTY STATEMENT

Class Title: Associate Health Program Advisor	Position Number: 580-310-8337-901
Unit: Program Compliance Review Unit	
Section: Policy, Planning and Evaluation Section	
Branch: Cancer Control Branch	
Division: Chronic Disease and Injury Control	

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

**Job Summary:** The incumbent receives direction from the Health Program Manager I of the Policy, Planning, and Evaluation Section . The Associate Health Program Advisor (AHPA) develops and interprets USDA program policy and conducts program evaluations of local agencies. Extensive travel (up to 50 percent) is required in performing the duties listed below.

**Supervision Received:** General direction is received from the Health Program Manager I

**Supervision Exercised:** N/A

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

### Percent of Time      Essential Functions

- 70%      Independently conducts an administrative review on random samples of programmatic and fiscal records in the Grants Information and Fiscal Tracking System (GIFTS); independently prepares for and leads other staff in the Program Compliance Reviews of local agencies by: reviewing local agencies programmatic and fiscal 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 program 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, certification, provides briefings to the *Network* 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 "PCR Report" with the results of the on-site review. The *Network* is periodically audited by USDA and is mandated by Federal Law to conduct program 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 (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. On-site reviews require the incumbent to travel approximately 50 percent of the time.

**Description of Duties (continued)**

**Percent of Time      Essential Functions**

- 5%      Ensures assigned program and contractor managers for each contract are consulted and informed of the PCR site visit report 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 PCR related reports. Based on PCR 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 policies and procedures to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

**Percent of Time      Marginal Functions**

- 5%      Assist with the development of the annual Funding Application. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------

**DUTY STATEMENT**

Class Title Associate Health Program Advisor	Position Number 580-310-8337-901
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Special Projects & Regional Infrastructure	
Section Administrative Operations Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

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

**Job Summary:** The Associate Health Program Advisor (AHPA) is responsible for providing administration, financial contract support, consultation, technical assistance, and oversight of the California Food Stamp Access Improvement Plan and up to ten contractors with community outreach partners with special emphasis on prescreening and providing application assistance to food stamp eligible Californians. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

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

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time      Essential Functions**

- 30% Provides program and fiscal technical oversight of the California Food Stamp Program Access Improvement Plan. Provide program and technical assistance to food stamp outreach partners and at least ten local contractors with special emphasis on prescreening and application assistance to food stamp eligible Californians. Ensure effective integration of food stamp promotion and outreach strategies to achieve the Network's program objectives. Consultative activities will include reviewing and negotiating scope of works, and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
- 20% Responsible for the development and implementation of Network special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

- 25% Monitors and evaluates contractor’s work scope 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.
  
- 10% 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. Tracking overall FSAIP budget in QuikBooks. Utilizes CDPH, CALSTAR reports for account monitoring and tracking. Prepares necessary encumbering and disencumbering documentation.
  
- 10% Prepares program workplans, program reports, bill analyses, informational summaries, and preparation for FANOUT (Food and Nutrition Education and Outreach) 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.

**Percent of Time    Marginal Functions**

- 5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Associate Health Program Advisor</b>	Position Number <b>580-310-8337-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development Unit (CDU)</b>	
Section <b>Program Development</b>	
Branch <b>Cancer Control Branch</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 Chief, CDU, 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 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 Department of Public Health programs and partners. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

**Supervision Received:** Under the general direction and supervision of the Chief, Community Development Unit

**Supervision Exercised:** None

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

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

- |     |   |
|-----|---|
| 30% | 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 (SOW) 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 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 <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 <i>Network</i> Joint Steering Committee Meetings.   |

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

**Percent of Time    Marginal Functions**

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Associate Management Auditor</b>	Position Number <b>580-310-4159-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Administrative and Fiscal Services</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 I and the Section Chief in the Network for a Healthy California (Network), the Associate Management Auditor will work independently on the development and maintenance of fiscal and operational policies and internal controls related to the conduct of the Program. The incumbent will also independently analyze, forecast, plan and advise in the area of accounting specific to the Network in its Federal funding, General Fund funding and other funding sources public or private.

**Supervision Received:** Yes

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time      Essential Functions

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

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

- 20% Gathers data and studies various problems arising in connection with financial administration; diagnoses accounting and EDP-related system problems as they relate to the accomplishment of accounting objectives; develops a process to gather year-end accrual information and analyzes year-end accruals for conformance with a legal basis and Generally Accepted Accounting Principles (GAAP); may design and install new or revised systems and procedures to correlate with the Accounting Office; may analyze and propose legislation which may require modification of the accounting system and other related work.
  
- 10% The incumbent independently performs complex technical professional accounting responsibilities related to the establishment, maintenance and reporting of accounting records, such as establishing new accounts, monitoring fund balances, analyzing appropriateness of transactions, approving expenditures, certifying availability of funds, preparing financial statements in conformance with legal basis and GAAP and other related work. The incumbent provides assistance in maintaining compliance with state and federal statutes, such as cost containment policies and instructions regarding funding requirements imposed by federal statutes.
  
- 10% Reconciles the fiscal records for the multiple funding sources for the program and multiple sister programs allocated USDA funds by the *Network*. Responds to any fiscal inquiries from USDA on Program's behalf by coordinating and analyzing the development of necessary fiscal information. Independently coordinates and maintains liaison with Budgets, Accounting, and State Controller's Office regarding fiscal issues of new and existing funding within the *Network*.
  
- 5% Provides consultation in preparation of fiscal analysis for Budget Change Concepts, Budget Change Proposals, Finance Letters, Bill Analysis, and Legislation. Functions as the lead in preparation of the state budget galley and responses to Legislative Analyst's Office budget review. Works in lead capacity with other *Network* staff in developing and maintaining record keeping and reporting systems for *Network* activities, contractor requirements and Section budgets to satisfy USDA oversight requirements. Independently collaborates, analyzes, and prepares a variety of fiscal reports and supporting documentation in response to public, state and federal inquiries, and maintains departmental fiscal activities to support a clear audit trail.

**Percent of Time Marginal Functions**

5% Other duties as required

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Health Education Consultant III (Specialist)</b>	Position Number <b>580-310-8313-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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 (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:** Reports to the Chief, Program Development Section, Health Program Manager II and receives directions 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**

- 30% Provide health education expertise in the annual review, approval, and monitoring of *Network* 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. Monitor and provide technical assistance to contracting low-resource school districts, Indian Tribal Organizations, local health departments and other public and non-profit entities. Monitoring activities include: providing contractors technical assistance on nutrition program planning, implementation, and evaluation; conducting required site visits; reviewing and processing of Scope of Work amendments; completing annual report analyses of contractor annual progress reports; developing and evaluating program standards, policies, and procedures; and monitoring application of state and federal standards and guidelines.
- 30% Provide leadership for the CDU portion of the annual *Network* plan, annual reports for community projects/interventions and in developing, implementing, and evaluating new community channels for expansion of the *Network* social marketing campaign.

**Percent of Time    Essential Functions**

- 20%    Provide leadership for collection, evaluation, and dissemination of nutrition, physical activity promotion, food security, and partnership materials, and resources developed, used or needed by *Network* contractors. Work closely with other state *Network* sections/units and state partners for development and evaluation of materials, dissemination of resources to local contractors via *Network* website and trainings. Maintain comprehensive technical database on nutrition, physical activity promotion, food security, and partnership materials.
- 10%    Participate in the development, implementation, and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants.

**Percent of Time    Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Health Education Consultant III (Specialist)</b>	Position Number <b>804-508-8313-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit: <b>Regional Operations &amp; Training</b>	
Section: <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</b>	
Division <b>Chronic Disease and Injury Control Division</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 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 general direction of the Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time      Essential Functions**

- 35% 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. Take leadership in identifying PA partners to assist the Network in integrating and expanding PA promotion within its various campaigns. Develop and maintain 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.

25% 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 Section 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 <b>Health Education Consultant III (Specialist)</b>	Position Number <b>804-508-8313-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Unit:</b> Regional Operations & Training	
<b>Section:</b> Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and 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, Program Development Section the Health Education Consultant III (HEC III Specialist) will assist in leading, Network with planning, developing, delivering, and evaluating nutrition and physical activity training programs; the annual training conference for public and private agencies who comprise the *Network for Healthy California (Network)*. Working in coordination with the Public Health Nutrition Consultant III and other members of a multi-disciplinary team, the HEC III Specialist will assist in training and training coordination for the funded programs consisting of community-based programs who are providing ongoing social marketing campaigns that promote healthy eating, physical activity, and food security.

**Supervision Received:** Under the general direction of the Section Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below

### Percent of Time    Essential Functions

40%    Assist in leading, planning, development, and evaluation of *Network* training, focusing on Local Incentive Awardee (LIA) Programs. When necessary establish contracts with training programs and coordinate with *Network* staff to identify programs and best practices. Write training guides, course exercises, reference materials, PowerPoint presentations, or other necessary materials. Identify costs/practicality of different means of training - in person, Webinar, teleconference, video conferencing, cost and locations of training facilities throughout the state. In cooperation with Network Information Technology (IT) staff, design a *Network* training web site.

30%    Assist with planning and oversight of annual *Network* conference including components such as conference committee, the development and update of the conference web site, print materials, abstract submission and review, conference CD, conference bag, exhibits, conference public relations and promotion, poster session, physical activity breaks, keynote speakers, break-out sessions.

### Percent of Time    Marginal Functions

10%    Identify and compile an ongoing list of *Network* approved resources, curriculums, and tools. Post list and description of these items on *Network* web site. Plan, develop, attend, and evaluate training on

these resources.

- 5% Assist with training, planning, and selection of outside trainers in non-Food Stamp Nutrition Education (FSNE) program areas such as working groups, learner centered education, sustainability, etc.
- 5% 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.
- 5% Assists in the preparation of Requests for Applications for training and annual conference logistics planner.
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

----

## DUTY STATEMENT

Class Title <b>Health Education Consultant III (Specialist)</b>	Position Number <b>804-508-8313-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Unit:</b> Regional Operations & Training	
<b>Section:</b> Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and 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, Program Development Section the Health Education Consultant III (HEC III Specialist) will assist in leading, Network with planning, developing, delivering, and evaluating nutrition and physical activity training programs; the annual training conference for public and private agencies who comprise the *Network for Healthy California (Network)*. Working in coordination with the Public Health Nutrition Consultant III and other members of a multi-disciplinary team, the HEC III Specialist will assist in training and training coordination for the funded programs consisting of community-based programs who are providing ongoing social marketing campaigns that promote healthy eating, physical activity, and food security.

**Supervision Received:** Under the general direction of the Section Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below

### Percent of Time    Essential Functions

40%    Assist in leading, planning, development, and evaluation of *Network* training, focusing on Local Incentive Awardee (LIA) Programs. When necessary establish contracts with training programs and coordinate with *Network* staff to identify programs and best practices. Write training guides, course exercises, reference materials, PowerPoint presentations, or other necessary materials. Identify costs/practicality of different means of training - in person, Webinar, teleconference, video conferencing, cost and locations of training facilities throughout the state. In cooperation with Network Information Technology (IT) staff, design a *Network* training web site.

30%    Assist with planning and oversight of annual *Network* conference including components such as conference committee, the development and update of the conference web site, print materials, abstract submission and review, conference CD, conference bag, exhibits, conference public relations and promotion, poster session, physical activity breaks, keynote speakers, break-out sessions.

### Percent of Time    Marginal Functions

10%    Identify and compile an ongoing list of *Network* approved resources, curriculums, and tools. Post list and description of these items on *Network* web site. Plan, develop, attend, and evaluate training on

these resources.

- 5% Assist with training, planning, and selection of outside trainers in non-Food Stamp Nutrition Education (FSNE) program areas such as working groups, learner centered education, sustainability, etc.
- 5% 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.
- 5% Assists in the preparation of Requests for Applications for training and annual conference logistics planner.
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

----

**DUTY STATEMENT**

Class Title <b>Health Education Consultant III (Specialist)</b>	Position Number <b>804-508-8313-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Community Development Unit</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</b>	
Division <b>Chronic Disease and Injury Control Division</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:** Under the general direction and supervision of the Chief, Program Development Section, the Health Education Consultant III (HEC III Specialist) provides health education expertise in the planning, implementation, and evaluation of the *Networks* 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 lower income households with children. The HEC III Specialist 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 Specialist 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.

**Supervision Received:** Under the general direction and supervision of the Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See Below

Percent of Time	Essential Functions
-----------------	---------------------

35%	Provides overall leadership for technical assistance and training to build the capacity of partners and local contractor's 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 work plans and budgets, 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. The HEC Consultant III develops the annual <i>Network</i> plan, semi-annual and final 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**

- 30% Takes 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 the Research and Evaluation team for development and/or evaluation of materials and the Communication and Media team to disseminate resources to local contractors via the Network website and trainings. Develops and maintains comprehensive technical database on nutrition, physical activity promotion, food security, and partnership materials.
- 25% Develops and implements a statewide nutrition education resource plan. Collaborates with other state agencies involved with education and primary prevention interventions with *Network* target audience, including the California Healthy Kids Resource Center. Sets-up systems to assess, monitor, and evaluate the effectiveness of health promotion/education methods, materials, and educational work plans 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 of 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.

1

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Health Program Auditor IV</b>	Position Number <b>580-310-4249-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Administrative Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Chief of Administrative Operations Section, the Network for a Healthy California (Network). Incumbent will act as fiscal expert, establish a mechanism for providing fiscal monitoring to meet United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) guidance. Advisor to the Network senior staff and Performance Compliance Review Team (PCRT) 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 PCRT performing the most complex and comprehensive health program reviews related to the conduct of the Network for a Healthy *California* (Network). Incumbent will establish mechanisms to strengthen and standardize internal measures for determining the accuracy and propriety prior to payment of all FSNE services for both federal and state/local share expenditures. Incumbent will provide the highest degree of judgment in the application of laws, rules, regulations and audit procedures for the California Department of Public Health (CDPH) and USDA.

**Supervision Received:** Yes

**Supervision Exercised:** None

**Description of Duties:** See Below

**Percent of Time      Essential Functions**

35% Acts as fiscal technical expert to the Network. Interprets USDA FSNE guidance (issued annually) to the Network's senior staff and PCRT 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 CDPH and USDA. Responsible for assessing current processes and developing a fiscal monitoring mechanism based on current FSNE guidance and advises PCRT 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 trainings with PCRT, administrative and program staff to provide uniform information and interpretation regarding new and/or changes in policies, procedures or other related FSNE requirements.

**Percent of Time    Essential Functions**

- 30%    Conducts at least 8 reviews (site visits) annually of new and existing large (multi million dollar) *Network* contracts and provides fiscal and audit related consultations to administrative contract and program staff. Reviews local FSNE contractor's current invoicing systems; work with administrative staff to develop standardized measures to improve pre-payment accuracy of invoices and provide staff training on these standards. Develops a system to institute random sampling of contractor fiscal support documentation and provides consultation and training to administrative staff on reconciling sampling materials. Travel is required and will include overnight stays.
  
- 20%    Works with the PCRT staff establishing pre and post review procedures, protocols, pre-review forms for contractor to complete, review forms used during review and post review, report format, etc. Assist in the development of an action plan to follow up on issues/corrective actions identified during reviews. Assists in monitoring and recommending to management system enhancements and challenges encountered during reviews.
  
- 5%    Serve as fiscal technical expert for all fiscal guidance, instructions, manuals for FSNE contractors to ensure 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**

- 10%    Serve 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 (Supervisor)</b>	Position Number <b>804-508-8427-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Program Compliance Unit</b>	
Section <b>Policy, Planning, and Evaluation Section</b>	
Branch <b>Cancer Control Branch</b>	
Division <b>Division of 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 Manager I (HPM I) (Supervisor) plans, organizes, directs, and coordinates the contract monitoring and technical support components of the Program Compliance Unit for the California Department of Public Health (CDPH) Policy, Planning, and Evaluation Section. *Network for a Healthy California (Network)*. The HPM I Supervisor administers and supervises the Program Compliance Review Team (PCRT), and evaluates all aspects of this unit. The HPM I Supervisor will also be responsible for coordinating with other section units to assure program compliance objectives are incorporated into the section.

**Supervision Received:** General supervision from the Section Chief, Policy, Planning, and Evaluation Section.

**Supervision Exercised:** The HPM I Supervisor will oversee one Associate Governmental Program Analyst (AGPA), two Associate Health Program Advisors (AHPA), one Public Health Nutrition Consultant II, and two Contract Administration II (contract positions).

**Description of Duties:** See Below.

### Percent of Time      Essential Functions

50%    The HPM I Supervises PCRT staff and activities that include establishing and managing the contract program compliance functions. Oversee evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements. Oversee and ensure the United States Department of Agriculture (USDA) guidance is adhered to through PCRT staff conducting program compliance reviews (site visits) with all local funded contractors. Manage the oversight and coordination of site visits, review of state share and federal share expenditures, and programmatic activities. Oversee the establishment of the site review schedule and manage the schedule to ensure all CPNS local contractors are reviewed in a three-year cycle and establish priority criteria for determining order of reviewing the local contractors. The HPM I Supervisor will provide oversight to the PCRT conducting the site visit pre and post meeting with assigned program and contract managers, developing site visit agendas, conducting entrance and exit interviews with local contractors. Review and approve 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. Provide guidance to PCRT on written reports including summary of key findings, corrective actions and recommendations for program enhancements. Establish quarterly reporting criteria for USDA and the California Department of Social Services (CDSS). Oversee the Program Compliance Team's work with the assigned program and contract managers to develop an action plan to follow-up on issues/corrective actions identified during the site visits.

- 10% Summarize for management the best practices/resources identified during site visits by the PRCT for utilization and dissemination statewide. Summarize for management system recommendations, for system enhancements, and challenges encountered during site visits conducted by PCRT. As needed, establish and address standards for meeting guidance and requirements.
  
- 10% Establish and monitor baseline objectives for improving systems internally (state-level). Identify best practices for utilization locally and at the state-level.
  
- 10% Supervise 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., CDHS Contract Management Unit, USDA, DSS, and related state agencies) with minimal direction from upper management. Supervises staff in the preparation of reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel. Evaluates and compiles programmatic data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the *Network* submits to USDA, which controls funding.
  
- 10% Oversees the planning and facilitation of weekly unit meetings and periodic trainings with the Program Compliance Unit and administrative staff to provide uniform information and interpretation regarding new changes in policies, procedures, or other requirements for unit activities.
  
- 10% Participates in senior management meetings, provides input on Community Development activities, and assists in the implementation of *Network* goals and objectives. 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. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Manager II</b>	Position Number <b>804-508-8428-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit N/A	
Section Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) 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) functions as Chief of the Program Development Section within the *Network for a Healthy California (Network)*. The HPM II directly supervises four units: Community Development, Communications, Regional Operations and Training, and Physical Activity. This position manages many part of the Network's social marketing program promoting fruit and vegetable consumption and physical activity promotion, food security and chronic disease reduction for an estimated 7 million Food Stamp Nutrition Education (FSNE) eligible parents and children in California. It includes a multi-million dollar media contract, development of public/private partnerships, market program and community development, operational effectiveness, program integrity, and evaluation. This position also manages and provides training and technical assistance to over 160 contractors (over \$100 million) implementing the social marketing nutrition education and physical activity programs for the *Network*.

The HPM II supervises a large skilled, multi-disciplinary team of Network State and contract staff to carry out critical, highly visible functions. These will include: determining the feasibility of programs and coordinating their implementation; conducting operational planning to maximize synergy among the *Network's* units; negotiating contracts, Scopes of Work, providing technical assistance, reviewing Progress Reports, coordinates all training for state staff and local agency contractor staff; and ensuring local agency contractors comply with implementing their Scopes of Work.; and critically analyzing intervention results to continually improve program operations to best serve the FSNE eligible populations.

**Supervision Received:** Chief, Cancer Control Branch.

**Supervision Exercised:** Yes

**Description of Duties:** See Below

### Percent of Time      Essential Functions

20%    Directs, oversees, and supervises a large multi-disciplinary staff responsible for the Network Community Development Unit. The unit is responsible for planning, implementing and evaluating the *California Nutrition Network for Healthy California (Network) statewide activities*, and provides consultation and technical assistance to 160 local agency contractors to build the partners' capacity and local contractor's implementation of state-of-art interventions combining health eating and physical activity promotion at the community level. This includes review and approval of work 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.

- 20% Directs, oversees and supervises the multi-disciplinary staff responsible for *Regional Network* contracts and all training for state and local agency contractor staff. The eleven regions implement multiple activities; this position is responsible for the coordinating and collaborative efforts. Oversees support to all of the *Network* projects in the regions; secure local media coverage; and convened Regional Collaboratives to undertake additional initiatives specific to the Region. Oversees all *Network* training activities for state and local agency contractors.
  
- 20% Directs, oversees, and supervises staff responsible for the Network’s communications physical activity and media campaigns including the \$12 million annual media contract. Manages the team identifying ways to increase synergy and improve impact by improving operational effectiveness among the nine social marketing approaches: advertising (paid and public service), 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.
  
- 10% Manage the Physical Activity (PA) Integration Program for the *Network* and leads staff in the development and integration of effective PA interventions.
  
- 10% Manages the four units identifying ways to increase synergy and improve impact by improving operational effectiveness and coordination within the *Network*.

**Percent of Time      Marginal Functions**

- 10% Oversees staff as they prepare and contribute on a variety of Network and Section documents including the annual State Plan; progress reports to USDA, reports to other funders and grant applicants; requests for applications and requests for proposals, budget change concepts and budget change proposals, drills, Week Ahead Reports, and as appropriate papers for publication. Prepare administrative and policy presentations for a variety of public, administrative and technical forums, briefings and hearings. Serve on statewide and national committees.
  
- 5% Perform other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Manager II</b>	Position Number <b>804-508-8428-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit N/A	
Section Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) 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) functions as Chief of the Program Development Section within the *Network for a Healthy California (Network)*. The HPM II directly supervises four units: Community Development, Communications, Regional Operations and Training, and Physical Activity. This position manages many part of the Network's social marketing program promoting fruit and vegetable consumption and physical activity promotion, food security and chronic disease reduction for an estimated 7 million Food Stamp Nutrition Education (FSNE) eligible parents and children in California. It includes a multi-million dollar media contract, development of public/private partnerships, market program and community development, operational effectiveness, program integrity, and evaluation. This position also manages and provides training and technical assistance to over 160 contractors (over \$100 million) implementing the social marketing nutrition education and physical activity programs for the *Network*.

The HPM II supervises a large skilled, multi-disciplinary team of Network State and contract staff to carry out critical, highly visible functions. These will include: determining the feasibility of programs and coordinating their implementation; conducting operational planning to maximize synergy among the *Network's* units; negotiating contracts, Scopes of Work, providing technical assistance, reviewing Progress Reports, coordinates all training for state staff and local agency contractor staff; and ensuring local agency contractors comply with implementing their Scopes of Work.; and critically analyzing intervention results to continually improve program operations to best serve the FSNE eligible populations.

**Supervision Received:** Chief, Cancer Control Branch.

**Supervision Exercised:** Yes

**Description of Duties:** See Below

### Percent of Time      Essential Functions

20%    Directs, oversees, and supervises a large multi-disciplinary staff responsible for the Network Community Development Unit. The unit is responsible for planning, implementing and evaluating the *California Nutrition Network for Healthy California (Network) statewide activities*, and provides consultation and technical assistance to 160 local agency contractors to build the partners' capacity and local contractor's implementation of state-of-art interventions combining health eating and physical activity promotion at the community level. This includes review and approval of work 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.

- 20% Directs, oversees and supervises the multi-disciplinary staff responsible for *Regional Network* contracts and all training for state and local agency contractor staff. The eleven regions implement multiple activities; this position is responsible for the coordinating and collaborative efforts. Oversees support to all of the *Network* projects in the regions; secure local media coverage; and convened Regional Collaboratives to undertake additional initiatives specific to the Region. Oversees all *Network* training activities for state and local agency contractors.
  
- 20% Directs, oversees, and supervises staff responsible for the Network’s communications physical activity and media campaigns including the \$12 million annual media contract. Manages the team identifying ways to increase synergy and improve impact by improving operational effectiveness among the nine social marketing approaches: advertising (paid and public service), 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.
  
- 10% Manage the Physical Activity (PA) Integration Program for the *Network* and leads staff in the development and integration of effective PA interventions.
  
- 10% Manages the four units identifying ways to increase synergy and improve impact by improving operational effectiveness and coordination within the *Network*.

**Percent of Time      Marginal Functions**

- 10% Oversees staff as they prepare and contribute on a variety of Network and Section documents including the annual State Plan; progress reports to USDA, reports to other funders and grant applicants; requests for applications and requests for proposals, budget change concepts and budget change proposals, drills, Week Ahead Reports, and as appropriate papers for publication. Prepare administrative and policy presentations for a variety of public, administrative and technical forums, briefings and hearings. Serve on statewide and national committees.
  
- 5% Perform other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

### FNSE FUNDS (60%)

Class Title <b>Health Program Manager II</b>	Position Number <b>804-508-8428-002</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit N/A	
Section Policy, Planning and Evaluation Section	
Branch Cancer Control Branch	
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 II (HPM II) serves as the Chief, Policy, Planning and Evaluation Section of the statewide *Network for a Healthy California (Network)*. The HPM II supervises four units: Fruit, Vegetable and Physical Activity Campaigns; Research and Evaluation; Policy, Partnerships and Community Food Access; and Regional Operations and Training. It 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; scientific oversight of all materials, 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 contract services.

The HPM II advises on effectiveness and improvements of the overall \$200M+ efforts for Food Stamp Nutrition Education and Food Stamp Outreach, 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 one of three Section Chief liaisons with the United States Department of Agriculture (USDA) and the California Department of Social Services, which are the *Network's* program funders. Also serves as liaison with other Food Stamp Program funders, the 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 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 State 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:** Staff Services Manager III, Assistant Branch Chief, Cancer Control Branch

#### Supervision Exercised:

The HPM II directly supervises three contracted senior managers, and is lead for one Health Program Specialist II. The Section Chief oversees just under 45 State and on-site contract positions.

**Description of Duties:**

See Below

**Percent of Time    Essential Functions**

- 25% 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* Steering 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, 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 annual preparation, submission and revision of \$100M+ FSNE and Food Stamp Outreach state plans, amendments, and annual reports.
- 15% 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.
- 15% Research and Evaluation:** Oversees research team that: is expert in dietary, physical activity, food security, and chronic disease surveys, surveillance, formative research and evaluation; conducts and reports on three biennial *Network* statewide surveys; provides technical assistance and analysis for relevant sections of three other statewide surveys; maintains and provides training for the *Network* geographic information system (GIS) used for targeting and program planning; assigns evaluation support to all *Network* projects; provides survey and program data for wide variety of stakeholders; prepares papers for publication; and provides leadership for development and analysis of the *Network* data collection systems as per established scientific frameworks and logic models, including for the annual progress report and the USDA-required Education and Administrative Reporting System (EARS). Coordinates with other states to collaborate with USDA on data-driven policy development for FSNE *Guidance*.
- 15% Regional Operations and Training:** Oversees highly skilled interdisciplinary team that supports 11 *Regional Networks* to deliver fruit and vegetable campaigns and programs, support 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.
- 15% Community Food Access Improvement:** Consolidates and provides a focal point and matrix-type team within the *Network* to help grow and increase the impact of the \$6M+ Food Stamp Access Improvement Plan (Outreach) which is conducted in partnership with CDSS; integrate Food Stamp Outreach and Promotion among all contractors; and strengthen connections with the Local Food and Nutrition Education grantees and with other related food assistance partners. Participates in production of annual state plan and progress reports submitted to CDSS and USDA; joint planning with stakeholders through the Interagency Food Assistance Committee, FANOut, and SNAP; support communications via mass media, telephone, and internet outreach; and collaborate with statewide food security organizations. Works with CDSS and Western Regional Office to help increase Food Stamp Participation and rebrand the FSP as a nutrition program in line with new federal name, the Supplemental Nutrition Assistance Program (SNAP).

**Percent of Time    Marginal Functions**

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

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title Health Program Specialist I (HPS I)	Position Number 580-310-8338-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit (CDU)	
Section Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

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

**Job Summary:** 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:** The direction of the Chief, Community Development Unit, Public Health Nutrition Consultant III, Supervisor

**Supervision Exercised:**

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

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

- |     |  |
|-----|--|
| 30% | Provide 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. Monitor and provide technical assistance to contracting low-resource school districts, Indian Tribal Organizations, local health departments and other public and non-profit entities. Monitoring activities include: providing contractors technical assistance on nutrition program planning, implementation, and evaluation; conducting required site visits; reviewing and processing of Scope of Work amendments; completing annual report analyses of contractor annual progress reports; developing and evaluating program standards, policies, and procedures; and monitoring application of state and federal standards and guidelines. |
| 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.   |

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

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

**Percent of Time    Marginal Functions**

10% Represent CDU for the *Network* at state level meetings and conferences such as the *Network* Joint Steering Committee, *Network* Joint Steering Committee 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</b>	Position Number 580-310-8338-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Communications Program</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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:

Under the general supervision of the Health Program Manager II, the Health Program Specialist I (HPS I) is responsible for programmatic oversight of the *Network for a Healthy California (Network)* media and public relations contract including consultation and monitoring of the contract. The 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:** Health Program Manager II

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time      Essential Functions

- 25%    Provides oversight, program consultation, program and fiscal technical assistance and monitoring of an annual \$12 million dollar media/public relations contract to ensure effective integration of nutrition education, training, media, and community empowerment strategies to achieve the *Network for Healthy California (Network)* program objectives.
- 25%    Meet and consult 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%    Provide oversight in the development of the communications request for proposal (RFP) and any subsequent contract/subcontract. Specific duties include negotiating media contract and reviewing and negotiating scopes of work, budgets and justifications, reviewing and approving work orders to ensure alignment with scope of work; monitoring media contract by conducting periodic site visits, analyzing and providing feedback on progress reports, and providing timely technical assistance when necessary. Analyze cost effectiveness of various media contract deliverables/strategies to guide contract expenditures.

- 15% Work 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 coordinate between media and local spokesperson. Respond to calls and letters from public for information on the media and public relations campaign. Complete program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.
- 10% Oversee and coordinate the preparation of the media and public relations section of the annual state plan and final progress report required by the United States Department of Agriculture.
- 5% Performs other duties as assigned.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist I</b>	Position Number <b>580-310-8338-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Communications Program</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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 Health Program Manager II, the Health Program Specialist I will provide leadership and direction to staff in planning, developing, implementing and assessing social marketing, public health education and outreach, and strategic communications in order to increase awareness and adoption of healthy eating, physical activity and obesity prevention behaviors promoted by the Cancer Prevention and Nutrition Section.

**Supervision Received:** Health Program Manager II.

**Supervision Exercised:** None

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

### Percent of Time    Essential Functions

- 40%    **Media and Marketing:** Provides direction and support for the Section's media events, press conferences, promotion outreach, media relations, and all public relations activities that promotes Network messages, programs and services. This requires coordinating with, providing direction for, and receiving input from contractors, California Department of Public Health's Office of Public Affairs, other state agencies, other partner programs and agencies, and appropriate target groups and audiences.
- 20%    **Partnering and Collaboration:** Establishes and maintains productive, collaborative relationships with other programs in the Department, external agencies, public and private health and cancer control organizations related to obesity prevention, nutrition and physical activity. This involves participating on workgroups and committees organized by other agencies such as the Centers for Disease Control and Prevention, American Cancer Society, and advocacy organizations.

- 15% **Communications Research:** Oversees staff and media contacts in carrying out all aspects of public relations messages and materials including the identification of key messages and outcomes, and channels or distribution methods. Assures scientific accuracy and determines the suitability of material in terms of messages, literacy, culture and language; defines the needs of the target audiences; designs communication resources and materials; conducts field and focus testing of materials; and assures that evaluation plans for these activities are implemented.
  
- 10% **Training Development:** In coordination with the Training and Technical Assistance Unit, assists in the development of the social marketing/public relations technical tools and training modules for various partners and contractors, joint media promotions, focused outreach, and distribution and dissemination through various channels and in coordination with the distribution systems of other organizations.
  
- 10% **Communication and Reporting:** Prepares intervention plans and reports on program activities and results; researches and responds to inquiries, controlled correspondence, issue memos, and other information requests. Researches and develops policy and guidance on educational messages and communication; researches and prepares papers, articles, and other materials for publication and presentation.
  
- 5% **Other duties as assigned.**

**Percent of Time    Marginal Functions**

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist I</b>	Position Number 580-310-8338-901
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Community Development Unit	
Section Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and 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:** This position is responsible for oversight, consultation and monitoring of the 18 California Department of Health Services (CDHS), *Network for a Healthy California (Network)*, Local Food and Nutrition Education (LFNE) projects, oversight and coordination of the Food and Nutrition Education Action Committee (FNEAC) and acting as the LFNE Liaison to represent LFNE interests in a variety of internal and external meetings. 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

- 45%    Manage scope of work and programmatic concerns related to the 18 LFNE contracts, working with *Network* Research and Evaluation Team and research consultants (Perales Evaluation Team); communication/triage for additional resources and staff, and directing contractors to *Network* staff, including research and evaluation, Regional Nutrition Education Coordinators, communications team for Nutrition Education Reinforcement Items (NERI), and other *Network* resources.
- 25%    Provide oversight of the FNEAC, including facilitation, inviting guest speakers, meeting coordination, and partnership development (this includes planning and coordinating three meetings per year and participating in other meetings that tie to FNEAC-related activities, and seeking new partners to support this channel. Also fostering current partnerships.
- 15%    Provide consultation for the LFNE contracts, managing the Request for Application process (every other year), USDA inquiries, and other point of contact/communication issues.

### Percent of Time      Marginal Functions

- 5%    Represent LFNE channel for the *Network* at state level meetings and conferences that pertain to hunger and food access and food stamp promotion, such as Food Stamp and Nutrition Education Outreach and Participation (FANOUT), *Network* Joint Steering Committee and Electronic Benefit Transfer (EBT) Farmers Market Advisory Group.

5% Assist in writing case studies, narratives, and journal articles for this channel and/or other aspects of the *Network*.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist II (.85)</b>	Position Number <b>508-310-8336-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Unit:</b> Regional Operations & Training	
<b>Section:</b> Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

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

**Job Summary:** The Health Program Specialist II (HPS II) functions as a non-supervisory expert in the Network for a Healthy California, (Network) who will have the responsibility to plan, coordinate the roll-out, and maintain regional operations for agencies funded by the U.S. Department of Agriculture's Food Stamp Program. The HPS II serves as the statewide consultant and technical expert who will realign and oversee the functions, funding formulas, performance expectations and evaluation of the existing 11 Regional Nutrition Networks, with the ultimate purpose being to mobilize efforts and better serve all geographic regions of the state. The incumbent will also provide leadership for an expanded range of regionally-focused technical services to an estimated 160 local projects, provide for two-way working relationships, assure accountability for all funds expended, and accelerate achievement toward the Network's performance targets. A highly visible part of this assignment will be to successfully manage the administration of 11 regional contracts and consolidate diverse efforts, and forecast regional needs for the growing Network partnership.

The Network has responsibility for implementing state law for cancer prevention through nutrition and for annually preparing, executing and evaluating the State Plan for Food Stamp Nutrition Education using social marketing approaches. Program growth is expected to continue, with the experience in 7 years being that the federal funds increased from \$3 million to over \$100 million and the number of projects increased from 4 to over 160. The 11 contracts now funded to provide regional operations support activities for adults/teens, children and Latino-focused interventions, and they have an annual budget of \$11 million. The role of the realigned regions will include representing the Network to work with a wide variety of local agencies, partner organizations, and population segments. The regions' functions are to coordinate efforts among the diverse partners, obtain maximum synergy of all the campaign activities, and help achieve campaign targets for better nutrition, physical activity, and food security in order to prevent cancer and other chronic diseases in the defined target groups.

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

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

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

**Supervision Received:** Under the general direction of the Chief, Cancer Control Branch and Chief of the Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time Essential Functions**

- 15% Define the process and complete a two-year realignment plan, including: file reviews; interview schedules w/State, regional and local partners; timelines for each phase of the process; major benchmarks and work products; workload estimates for all involved personnel; contracting and administrative requirements; funding mechanisms; and 360-degree communications with all stakeholders, including Federal government.
- 25% Coordinate all roll-out activities; critically analyze progress; institute corrective action w/ all concerned parties; and maintain 360-degree communications (with superiors, colleagues and subordinates) at the state, regional, local and national levels. Identify and recommend action on sensitive issues to the Network's management and Branch, as appropriate.
- 15% Conduct ongoing on-site program reviews, critically analyze progress, and oversee evaluation of regional operations relative to achieving coordination and synergy among all campaign operations. Oversee regional participation in development of CX3.
- 15% Supervise the ongoing regional collaborative facilitations whose purpose is to establish consensus; develop a regional plan; coordinate implementation by funded and voluntary partner organizations; and organize training and technical assistance among regions, local projects and the State program.

**Percent of Time Marginal Functions**

- 10% Oversee and provide technical assistance on the scopes of work, budgets, and performance goals of all regional lead agencies. Consult with other Network Unit chiefs and management to continually support the achievement of regional objectives and improve overall program performance. Recommend modifications in funding allocations.
- 15% Oversee the preparation of the annual state plan and semi-annual progress reports to the U.S. Department of Agriculture; synthesize regional data and recommend improvements; prepare and/or present a variety of progress and evaluation reports at partner, scientific, policy and administrative meetings.
- 5% Conduct other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Manager I</b>	Position Number <b>580-310-8336-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Policy/Partnership/Planning</b>	
Section <b>Policy, Planning and Evaluation Section</b>	
Branch <b>Cancer Control Branch</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:** Under direction of the Chief, Policy, Planning and Evaluation Section, the Health Program Manager I is responsible for providing technical expertise in program planning, assessment and management support in especially sensitive areas of nutrition education and physical activity. The HPM I provides contract management oversight, technical assistance and support for Supplemental Nutrition Assistance Program - Education (SNAP-Ed) projects and interventions at the state, regional and local level. HPM I has primary responsibility for the management, planning and coordination of the planning, program coordination and partnership activities of *California Nutrition Network for Healthy Active Families (Network)* and supervision of the personnel and programs of the Network's Policy, Planning and Partnerships Unit. The HPM I analyzes critical nutrition issues; recommends program direction for state SNAP-Ed activities; consults and coordinates with other USDA and state and local organizations regarding nutrition/physical activity-related issues; and provides program expertise to Section staff.

**Supervision Received:** Under the general direction of the Chief, Policy, Planning and Evaluation Section

**Supervision Exercised:** Supervises staff in the Policy/Partnership/Planning Unit

**Description of Duties:** See below

### Percent of Time    Essential Functions

- 35% Provides management of state, regional and local SNAP-Ed projects and contracts, including primary staff responsibility for leadership and special projects targeted in underserved low-income communities with high Food Stamp eligible populations. This involves compiling, reviewing and negotiating project work plans and subcontracts, assessing overall program needs, developing project proposal guidelines and grant award criteria, monitoring project performance, providing technical assistance, and assessing project cost effectiveness.
- 25% Ensures effective coordination and delivery of state SNAP-Ed activities, including *Regional Nutrition Network* Lead Agencies, Regional Collaboratives, local funded projects, and external partners by providing leadership, planning, and primary staff support for the operation of *Network* Program and Partnership Development Infrastructure, with particular emphasis on coordinating and facilitating the Network Joint Steering Committee, and the SNAP-Ed Sharing Forums developed under the JSC umbrella.
- 15% Performs staff support and coordination in planning, organizing, and preparing the strategic plan for FSNE in California, including annual updates and reports, funding sources, and detailed

recommendations for improving the health of low-income Food Stamp eligible Californians, including recommendations for both state and local programmatic revision and actions. In coordination with USDA, DSS, Network Unit Leads and external constituents, compiles, writes, and produces an annual statewide plan and report which describes the number and extent of local nutrition education and physical activity programs, reports evaluation results, and makes recommendations for necessary program changes or improvements.

**Percent of Time    Marginal Functions**

- 10%    Represents State SNAP-Ed program with other state and federal agencies, including USDA, Health and Human Services Agency, the California Departments of Social Services, Health Services, 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 programs and interventions. Develops, maintains, facilitates, and assesses program relationships with partners and potential partners in the public, nonprofit, and private sectors, including agriculture, for long-term participation and collaboration and to assure their continued knowledge and support of SNAP-Ed activities.
  
- 10%    Performs critical nutrition and physical activity program planning and assessment analysis; develops feasibility studies; develops request for proposals for nutrition education/physical activity projects; prepares a wide variety of program, management, technical, and scientific communications, reports, presentations, grant proposals, and responses to program correspondence.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist II (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 Cancer Prevention and Nutrition Section	
Branch Cancer Control	
Division Chronic Disease and Injury Control	

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

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

**Supervision Received:** General direction is received from the Section Chief

**Supervision Exercised:** N/A

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

### Percent of Time    Essential Functions

- 30% Works closely with staff in the Contract Management, Community Development, Clerical, Information Technology, Communications, and Program Compliance Review Team Units to implement recommendations made by USDA and ensure program integrity and compliance with USDA Administrative Review findings. Meets on a regular basis with staff and monitors progress made.
- 30% Works with CPNS senior management to strengthen CPNS operations in all areas, administrative and programmatic. This includes assessing the effectiveness and efficiency of CPNS' internal infrastructure, increasing/improving programmatic and administrative efficiencies, and improving communications internally and externally.
- 30% Makes recommendations for change and works directly with CPNS senior staff to implement recommendations. Assists in the formulation of Section policies, protocols, guidelines, and overall operational procedures that are in compliance with State and USDA guidelines. Assesses and streamlines the current process for submitting, tracking, and approving state documents including Governor Action Requests, Secretary Action Requests, and Director Action Requests.
- 10% Assists in assessing the effectiveness of CPNS regional and local operations. Works with CPNS staff to ensure an integrated Network for a Healthy California that is seamless to local partners and the public. Works with CPNS senior staff to improve quality of services and delivers necessary training sessions.

**Percent of Time    Marginal Functions**

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Specialist II</b>	Position Number <b>580-310-8336-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Policy/Partnership/Planning</b>	
Section <b>Policy, Planning and Evaluation Section</b>	
Branch <b>Cancer Control Branch</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:** Under direction of the Chief, Policy, Planning and Evaluation Section, the Health Program Specialist II (HPS II) is responsible for providing technical expertise within the California Department of Public Health (CDPH) for program planning, assessment and management support in especially sensitive areas of nutrition education and physical activity. The HPS II provides contract management oversight, technical assistance and support for Food Stamp Nutrition Education (FSNE) projects and interventions at the state, regional and local level. The HPS II has primary responsibility for the management, planning and coordination of the planning, program coordination and partnership activities of the *Network for a Healthy California (Network)* and supervision of the personnel and programs of the Policy, Planning and Evaluation Section's, Policy and Planning Unit. The HPS II analyzes critical nutrition issues; recommends program direction for state nutrition, physical activity, and obesity prevention activities, including FSNE; consults and coordinates with other USDA and state and local organizations regarding nutrition/physical activity-related issues; and provides program expertise to Section staff. Duties include:

**Supervision Received:** Under the general direction of the Chief, Policy, Planning and Evaluation Section

**Supervision Exercised:** None

**Description of Duties:** See below

### Percent of Time      Essential Functions

35% Performs critical nutrition and physical activity policy development and program planning and assessment analysis; develops recommendations for policy direction and procedural changes; develops feasibility studies; develops request for proposals for nutrition education/physical activity projects; prepares a wide variety of technical, policy, management, and scientific communications including critical analyses, reviews, briefings, presentations, testimony, journal articles, budget change proposals, grant proposals, bill analyses, and responses to policy-critical correspondence; consults and coordinates with other state and local organizations regarding nutrition/physical activity-related policy issues; and provides health policy expertise to Section staff.

25% Provides management of state, regional and local FSNE projects and contracts, including primary staff responsibility for leadership and special projects targeted in underserved low-income communities with high Food Stamp eligible populations. This involves compiling, reviewing and negotiating project work plans and subcontracts, assessing overall program needs, developing project proposal guidelines and grant award criteria, monitoring project performance, providing technical assistance, and assessing project cost effectiveness.

15% Ensures effective coordination and delivery of state FSNE activities, 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* FSNE Program and Partnership Development Infrastructure, with particular emphasis on coordinating and facilitating the *Network* Steering Committee, and the FSNE Action Teams developed under the NSC umbrella.

**Percent of Time    Marginal Functions**

10% Performs staff support and coordination in planning, organizing, and preparing the strategic plan for FSNE in California, including annual updates and reports, funding sources, and detailed recommendations for improving the health of low-income Food Stamp eligible Californians, including recommendations for both state and local programmatic revision and actions. In coordination with USDA, the California Department of Social Services (DSS), *Network* Unit Leads and external constituents, compiles, writes, and produces an annual statewide plan and report which describes the number and extent of local nutrition education and physical activity programs, reports evaluation results, and makes recommendations for necessary program changes or improvements.

10% Represents State FSNE program within DPH and with other state and federal agencies, including USDA, Health and Human Services Agency, DSS, 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 FSNE programs and interventions. Develops, maintains, facilitates, and assesses program relationships with partners and potential partners in the public, nonprofit, and private sectors, including agriculture, for long-term participation and collaboration and to assure their continued knowledge and support of FSNE activities.

5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Management Services Technician – (.75)</b>	Position Number <b>580-310-5278-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Special Projects and Regional Infrastructure</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Management Services Technician (MST) is responsible for contract packaging, site visit organization, funding announcement process and In-kind letters, progress report coordination, and implementing and maintaining databases, email distribution lists and other needed lists.

**Supervision Received:** Staff Services Manager I

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time      Essential Functions**

- 35% Maintains databases and contractor lists. Formats and edits manuals, applications, and reports which includes the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate support materials and background information. Develops, implements, and maintains the automated Dbase and other systems for *Network* mailing lists, email distribution lists, research information and other information systems.
- 20% Tracks and monitors submission of Network contractor quarterly reports and site visit reports. Develops and maintains a progress report intake and a reminder system which notifies contractors of action taken when reports are not submitted. Reviews progress reports to identify incomplete reports and contacts contractors for additional data/information as necessary. Coordinates mail out of progress report instructions and schedules. Makes copies and distributes to program and administrative staff to review reports. Reviews progress report to identify incomplete reports and send corrective letter.
- 15% Prepares contracts, contract amendments, grants and interagency agreements. Coordinates packaging and mailing of Guidelines Manual. Schedules telephone conference negotiation appointments. Schedules rooms for teleconference negotiations. Coordinates packaging and mailing out of contracts to contractors and subsequent amendments. Prepares contract folders. Maintains a supply of program letters, Guideline Manuals, LIA Contract Manuals, other materials as needed. Distributes tracking log updates to program and administrative staff. Schedules in-kind/invoicing contractor training. Purges and closes out contracts.
- 15% Processes vendor invoices. Verifies services used with office records. Verifies amounts owed. Investigates discrepancies working with staff and vendors. Approves amounts due. Codes Calstar code and signs invoices. Forwards to accountant.

**Percent of Time    Marginal Functions**

- 10%    Coordinates reproduction of Funding Announcement Packet with clerical support. Packages and handles the mass mailings of the FAP. Tracks incoming Letters of Intent and subsequent funding application letters. Coordinates logistics for review process of application letters
  
- 5%    Coordinates site visit mailings/e-mails to contractors. Coordinates site visit follow up information. Maintains site visit tracking log/calendar.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Management Services Technician</b>	Position Number <b>580-310-5278-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control</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 supervision, the Management Services Technician (MST) is to learn and perform the less technical semi-professional tasks and is responsible for assisting the Community Development Unit (CDU) Program Managers with contract review and compliance. This position will assist with site visit coordination and organization, progress report coordination and implementing and maintaining databases of materials being used by funded agencies and updating the list on a quarterly basis. The MST will also compile and produce the annual Network for a Healthy California (*Network*) Project Directory.

**Supervision Received:** Public Health Nutrition Consultant III (Supervisor)

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

- |     |   |
|-----|---|
| 30% | Assists in tracking and monitoring the submission of Network's contractor semi-annual, annual and final reports via Grant Information and Fiscal Tracking System (GIFTS). Assists in developing and maintaining a progress report intake and a reminder system which notifies contractors and Program Managers of report submission timelines and the action taken when reports are not submitted. Makes copies of progress reports and distributes to program and administrative staff for review. |
| 25% | Assists in compiling, formatting, and editing Local Incentive Awardee (LIA) Guidelines Manual, Local Food and Nutrition Education RFPs, annual <i>Network</i> Project Directory and associated reports, including the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate support materials and background information needed by the CDU for these documents.   |
| 15% | Assists in developing, implementing, and maintaining an automated database and other systems for compiling information about nutrition education materials used by contractors; assists in the coordination of any pertinent e-mail distribution lists for this activity by communicating with Network staff for updates and providing modifications directly.  |
| 15% | Schedules contractor teleconferences, Program Manager site visits, <i>Network</i> LIA trainings, and maintains activities in GIFTS. Distributes GIFTS updates to program and administrative staff.  |

**Percent of Time    Marginal Functions**

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

5%      Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Office Technician</b>	Position Number <b>580-310-1139-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Clerical Support</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 direction of the Office Services Supervisor II, *Network for a Healthy California (Network)*, Administrative Operations Section (AOS), the Office Technician (OT) will be the clerical point of contact for all general information regarding the Fruit, Vegetable, and Physical Activity Campaign (*Campaign*) targeted programs, which include the *Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program Campaign, and Worksite Program Campaign*. The OT will answer, screen, and direct telephone calls; prepare correspondence and presentations; maintain general program files and resource library; and coordinate the distribution and retrieval of orders from printers and other vendors. The OT will also coordinate meetings for the *Campaign* staff and will assist with logistical arrangements for conferences, meetings, and trainings.

**Supervision Received:** Supervision is received from the Office Services Supervisor II (General).

**Supervision Exercised:** None

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

### Percent of Time    Essential Functio

- 30%    Performs a variety of complex secretarial and administrative in support of the *Campaign* staff and is expected to exercise a high degree of initiative, self-reliance, and responsibility in performing assigned tasks. The incumbent is required to work independently and must possess good computer skills and knowledge of a range of software applications including but not limited to Microsoft Office software applications and other databases and with ability to produce accurate, timely reports. The incumbent is to employ good judgment to determine the method that works best to achieve the desired results. The Office Technician must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others. Answer, screen, and direct telephone calls; send and distribute faxes; complete periodic large mailings; maintain databases for mailing lists, contact management, conference scheduling, materials distribution, and *Campaign* projects; prepare correspondence, forms, and meeting packets, including word processing, photocopying, and distribution; review and proofread correspondence, contracts, reports, and other documents for correctness, typographical errors, and format. Work with staff to update *Campaign* activities that are presented on Microsoft Project; create PowerPoint presentations; and take minutes during conference calls, meetings and other professional gatherings.
- 30%    Coordinate the ordering of office supplies for the *Campaign* staff; maintain general program files and resource library; maintain the in-house inventory of *Campaign* consumer and partner materials; work with appropriate *Network* staff to facilitate the distribution of educational materials and promotional items; maintain the materials storage room; and pick up and deliver orders to printers and other vendors, as needed.

30% Coordinate meetings and travel arrangements for staff; assist with logistical arrangements for conferences, meetings, trainings, and special events; and schedule and set up meetings on Microsoft Outlook. Arrange staff meetings and prepare meeting agendas and minutes.

**Percent of Time    Marginal Functions**

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

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Office Technician (Typing)</b>	Position Number <b>580-310-1139-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Administrative and Fiscal Services Unit</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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, Chief, Administrative and Fiscal Services Unit, the Office Technician (OT) working in a broad spectrum of general office support activities. Responsible for the continued coordination and program support functions to meet the needs and objectives assigned to inputting, maintaining data and reports for the Grant Information and Fiscal Tracking System (GIFTS) database. The incumbent performs a broad range of secretarial and general office duties which require a high level of independence, creativity and initiative relating to the operations of GIFTS and the Administrative and Fiscal Services Unit. The Office Technician will provide office support to a multi-disciplinary administrative and fiscal services team managing *Network for a Healthy California (Network)*, GIFTS system. Responsible for coordinating the support of many office tasks that involves entering, updating, maintaining all contractor data into the GIFTS and the GIFTS budget module, federal and state share fiscal data, e-mail distribution lists and other lists as needed.

Coordinates with Contract Managers and Program Managers to obtain program critical information to ensure accurate data is inputted into GIFTS. Receives GIFTS quality control reports and resolves all discrepancies in a timely manner. Provides weekly status updates on the accuracy of the GIFTS data to the Chief of the Administrative and Fiscal Services Unit. Ensures new budget tracking data elements are incorporated as required.

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

**Supervision Exercised:** None

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

**Percent of Time      Essential Functions**

30% Performs a variety of complex secretarial and general office functions in support of the *Network*, Administrative and Fiscal Services Unit staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Administrative and Fiscal Services staff for the signature of the Chief, Administrative and Fiscal Services Unit for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The Office Technician independently composes types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, charts and the packaging and tracking of controlled correspondence for the signature of the Chief, Administrative

and Fiscal Services Unit.

The OT will follow established guidelines for the California Department of Public Health (CDPH) in generating assigned documents. Creates, maintains and updates electronic spreadsheets for the Unit Chief and generates special reports and lists from the GIFTS database upon requests.

25% Enters and tracks receipt of federal share invoices and state share documentation reports into GIFTS. Inputs line item expenses from invoices and line item expenses from state share documentation reports. Enters and tracks contractor’s equipment purchase information, equipment tag numbers and subcontractor agreement information. OT assists in entering and tracking payment dates, updating line item payments into the GIFTS budget and creating payments in GIFTS.

Ensures data is entered for the new budget line item amounts and updates the Food Stamp Nutrition Education and Food Stamp Outreach budget modules in GIFTS. Assists Unit Chief and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate and track. Reviews contractor’s administrative fiscal documents to verify that required technical information is accurate and completed and to verify compliance with *Network* policies and procedures. Prepares and maintains the monthly scheduling of contract payments. Assist the fiscal professional staff in verification of payment funds against budget line items or unallocated reserve funds and closes the budget year after all payments have been entered into GIFTS.

20% Inputs contractor data such as memo information, invoicing status, schedule payment dates, payment amounts and other contractual problems into the GIFTS database. Enters key contractor data to include program contact information, memorandums of understanding, budget justifications and project summary information. Enters and tracks the contract approval and execution process through the Cancer Control Branch, Chronic Disease and Injury Control Division, Accounting, and Contracts Management Unit.

10% Assists in identifying data items that are not currently tracked in the GIFTS database. Provides the data items to the GIFTS Database Administrator for development and inclusion in the GIFTS database. Identifies reporting requirements and any enhancements for GIFTS. The OT is responsible for compiling this information and providing these specifications to the GIFTS Database Administrator and Information Specialist staff.

10% Receives and screens telephone calls; uses professional telephone procedures and good judgment and tact when handling calls and inquiries. Provides desk coverage and telephone back-up for other *Network* support staff. Assists and maintains the desk manuals and reference materials for the Administrative and Fiscal Services Unit.

**Percent of Time    Marginal Functions**

5% Attends meetings, trainings and performs other duties as required. (align this paragraph)

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**

<b>Class Title:</b> Office Technician (Typing)	<b>Position Number:</b> 580-310-1139-901
<b>Unit:</b> Clerical Support	
<b>Section:</b> Policy, Planning and Evaluation Section	
<b>Branch:</b> Cancer Control Branch	
<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:** Under the direction of the Chief of the Policy, Planning and Evaluation Section, the Office Technician (Typing) is responsible for independently performing a wide variety of the more complex clerical and technical tasks with limited supervision. The OT not only supports the Section Chief, but also fills in for the other Section OT's in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions of the *Network for a Healthy California (Network)*. The *Network* is designed to promote healthy eating and physical activity at the local level. Accordingly, the OT must exhibit an ability to adapt to changing priorities and learn the procedures and protocols required to address the situation at hand. The incumbent must demonstrate a high degree of independence and judgment, as well as the ability to work effectively with others. The OT must possess outstanding interpersonal and communications skills in order to fulfill the needs of the Policy, Planning and Evaluation Section Chief, and the Network as a whole through his/her supports of the other Section Chief's OT support staff. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

**Supervision Received:** Under the general direction of the Health Program Manager II, Policy, Planning and Evaluation, Chief

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

**Percent of Time            Essential Functions**

- 30%    Provides clerical support to the Section Chief. Prepares draft and final copy of various documents, including letters, memos, reports, GOARs, SARs, DARs, Correspondence Control, training requests, travel requests, etc. Reviews and edits correspondence or documents for proper grammatical content, punctuation, spelling and format, to ensure that correspondence adheres to state policy and procedures. Creates and maintains databases, spreadsheets, charts, tables and graphs with current information as needed by the Section Chief. Receives daily, weekly and monthly reports relating to contracts and fiscal. The OT assists the AOS Chief, managers and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate, and track. Reviews contractor’s administrative fiscal documents to verify that required technical information is accurate and completed and to verify compliance with Network policies and procedures. Exercises a high degree of initiative and independent judgment on complex inquiries when responding to contractor’s calls and emails for technical assistance and provides factual information to inquiries in order to complete assignments, as necessary, before forwarding on to Policy, Planning and Evaluation Section staff for final review necessitating a high degree of knowledge and application of DPH and the United States Department of Agriculture policies and procedures. The Office Technician will work with the reprographics’ department in making multiple copies when requested.
  
- 20%    Maintain the Section Chief’s calendar. Set up meetings and send out meeting notices. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Performs faxes and Xerox tasks for the Section Chief. Schedules and coordinates travel arrangements for the Section Chief, managers and their staff. The Office Technician coordinates scheduling calendar of appointments for the Policy, Planning and Evaluation Section Manager. Arranges staff meetings and prepares meeting agendas and minutes. Assists other state staff with mass e-mails to contractors and other required participants. Assists the Policy, Planning and Evaluation Section staff by scheduling and coordinating travel arrangements by working with travel agencies during flight times, locations and care reservations in accordance with DPA policies. Prepares, edits and proofreads in-state travel expense claims for the Network’s Policy, Planning and Evaluation Section Chief and managers, including compiling data on their itineraries and travel expenses; coordinates travel expense reimbursements. Tracking documentation accurately and keeping all binders and files current as well as updating travel summaries on the Network “G” drive. Processes timesheets for the Section Chief and managers within established timelines. Schedules meetings for large conferencing rooms for Policy, Planning and Evaluation Section Chief and managers. The Office Technician will participate 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 for other *Network* support staff. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the Network Cancer Control Branch, 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
----------------------	------	-----------------------	------

**DUTY STATEMENT**

<b>Class Title:</b> Office Technician (Typing)	<b>Position Number:</b> 580-310-1139-901
<b>Unit:</b> Clerical Support	
<b>Section:</b> Administrative Operations Section	
<b>Branch:</b> Cancer Control Branch	
<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:** Under the direction of the Chief of the Administrative Operations Section (AOS), the Office Technician (Typing) is responsible for independently performing a wide variety of the more complex clerical and technical tasks with limited supervision. The OT not only supports the Section Chief, but also fills in for the other Section's Chief's OT's in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions of the *Network for a Healthy California (Network)*. The *Network* is designed to promote healthy eating and physical activity at the local level. Accordingly, the OT must exhibit an ability to adapt to changing priorities and learn the procedures and protocols required to address the situation at hand. The incumbent must demonstrate a high degree of independence and judgment, as well as the ability to work effectively with others. The OT must possess outstanding interpersonal and communications skills in order to fulfill the needs of the AOS Chief, and the Network as a whole through his/her supports of the other Section Chief's OT support staff. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Visio, etc.), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

**Supervision Received:** Under the general direction of the Staff Services Manager II, AOS Chief

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

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

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

## DUTY STATEMENT

Class Title <b>Office Technician</b>	Position Number <b>804-508-1139-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Clerical Support</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Office Technician (OT) will work with minimal supervision, and exercise independent judgment in carrying out many tasks that require specialized knowledge on procedures. This position is responsible for reviewing and analyzing correspondence prepared by other The Network for a Healthy California (Network) staff for the signature of the Chief for format, composition, and consistency with administrative policy and the ABC Secretaries Handbook. The OT duties will be but are not limited to editing, proofing and packaging of Requests for Applications (RFAs), Requests for Proposals (RFPs), State documents, Bill Analyzes and others using Microsoft Office. This position requires taking the lead responsibility for travel duties that will be but are not limited to travel arrangements for all State Network staff, travel reimbursements editing and proofing travel claims, establishing a tracking system and working with accounting staff to assure all documentation are correct and processed in a timely manner. This position will be lead for scheduling meetings for large conferencing rooms for the Network staff. The OT will work closely with the Office Administrator as well as the Section Chief, Assistant Chief and managers in assuring reports and documentation are completed correctly and timely.

**Supervision Received:** Under the general direction of the Staff Services Manager II

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time    Essential Functions**

40%    Travel - Assisting the Network's State staff by scheduling travel arrangements by working with travel agencies assuring flight times, locations and car reservations. Responsible that necessary forms and documentation are filled accurately for Miscellaneous Revolving Funds (MRF), Travel Expense Claim (TEC) reimbursement, and flight and any other travel arrangements. Working directly with the Accounting Technician to assure all accounting procedures are edited and documented in order to assure funds are accounted for and distributed to Network staff in a timely manner. Responsible to assure all files, binders are accurately kept up-to-date and accessible for the Accounting Technician and Office Administrator. Tracking documentation accurately and keeping all binders and files current as well as updating travel summaries on the Network drive.

35%    State Documents, RFA, and RFP - Assists professional staff in extracting program information from multiple sources and preparing drafts of RFAs and RFPs. Responsible for editing and formatting, and working with the Reprographics Department in making multiple copies. Assure proper addressing for all mail-outs for all RFAs and RFPs are completed in a timely manner. The OT is responsible for editing, proofing and preparation of all state documents and reports; typing letters, memos, reports, Power Point presentations and grafts using multiple software programs using Microsoft Office. Answering phones and escorting guest

when needed.

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

**Percent of Time    Marginal Functions**

5%    Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Office Technician</b>	Position Number <b>804-508-1139-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Clerical Support</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Office Technician will provide program support to a multi-disciplinary community development team in managing Local Incentive Award and special project contracts designed to promote healthy eating behaviors and physical activity at the local level. These tasks require a high degree of initiative, independence, excellent communication skills, excellent typing, word processing, and automated spreadsheet skills, and a thorough knowledge of the California Department of Public Health office procedures.

**Supervision Received:** Under the general direction of the Staff Services Manager II

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time    Essential Functions

30%    Assists professional staff in extracting program information from multiple sources and preparing drafts of Requests for Applications (RFAs) and Requests for Proposals (RFPs), including reviewing the Network's previous RFAs and RFPs and those from other CDPH programs, consulting the Network's Contract Manual for policies and procedures, and working with the other units within the Network to obtain information on specific campaigns. Reviews Local Incentive Award and special project contractor's Scopes of Work (SOW) to verify that required technical information is accurate and complete and to verify compliance with the Networks policies and procedures; exercises a high degree of initiative and independent judgement on complex inquiries when responding to contractor's calls and e-mails for technical assistance on contract SOW and budget, and provides factual information to inquiries in order to complete and/or correct the submitted SOW, as necessary, before forwarding on to program staff for final review, necessitating a high degree of knowledge and application of CDPH and USDA policies and procedures; and tracks SOW status in an Excel spreadsheet. Tracks and monitors community development team staff progress towards providing contractors with timely analysis of semi-annual progress reports. Provides factual information to contractors related to contract requirements. Prepares site visit confirmation documents and site visit report analyses to contractors.

25%    Coordinates regional meetings for the Local Incentive Award (LIA) Program, the African American Advisory Committee, and Food Security Advisory Committee. The LIAP and special project advisory committees are critical to the Network's success. The LIAP supports ongoing nutrition education and physical activity interventions that target low income consumers served by public entities throughout the state. The African American Advisory Committee provides guidance to the Network for shaping an effective and culturally appropriate outreach strategy to promote healthy eating and physical activity to the African-American

community. The Food Security Advisory Committee provides guidance to the Network regarding food security issues of low income consumers and advocacy efforts and encourages increased communication and collaboration between different segments of the food security system in the state. OT responsibilities include securing meeting locations, working with the site vendor to ensure that the Network’s needs are met, preparing correspondence to LIA Program contractors and advisory committee members regarding meeting information, and compiling program information and educational materials for distribution at the meetings. Acts as staff liaison to LIA and special project contractors in coordinating and scheduling site visits, including preparing correspondence to contractors informing them of site visit procedures and requirements. Assists with development, coordination, and implementation of training programs designed for contractors on topics such as preparing SOWs and project evaluation.

- 15% Works directly with community development team staff to coordinate and responds to requests for educational materials from contractors, partners, and staff, including brochures, posters, promotional materials, and educational kits from various Network campaigns. Maintains a materials inventory tracking system in Excel and orders or requests reproduction of materials from vendors.
- 15% Independently composes a wide variety of documents and reviews outgoing documents for community development staff, including letters, memos, reports, and meeting agendas with consistency to departmental policies, and utilizing a wide knowledge of vocabulary, grammar, and spelling. Retrieves background material from various sources of professional staff to use in responding to written inquiries and in preparation of reports. Assures that all material is correct in content before and after typing. Uses electronic text writing and editing equipment to independently prepare a wide range of documents for community development team staff. Processes, stores, and retrieves documents, charts, and graphs using the Windows '98 operating system, including the use of Word, Excel, Access. Performs all proofreading, editing, and revision functions for spelling, grammar, and punctuation errors using the PC programs dictionary, spelling, and grammar check. Serves as backup to the Office Administrator (Contract Employee).

**Percent of Time    Marginal Functions**

- 10% Acts as attendance coordinator for the Network for the Cancer Control Branch Office. Responsibilities include answering questions about and processing time sheets, benefit forms, and Employee Action Request forms, and acting as liaison with Personnel on attendance- and benefit-related issues.
- 5% Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

**DUTY STATEMENT**

Class Title <b>Office Technician</b>	Position Number <b>804-508-1139-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Administrative Clerical Support</b>	
Section <b>Administrative Operation Section</b>	
Branch <b>Cancer Control Branch</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:** Under the supervision of the Office Administrator, the incumbent provides a full range of administrative and clerical support to the Program Compliance Unit. The incumbent will be expected to perform assigned tasks with a high level of organizational skill, initiative, independence, detail orientation and responsiveness to timelines from more than one person at the same time; must possess excellent skills in communication, meeting coordination, travel arrangements, travel reimbursements, editing and proofing travel claims, assure all documentation are correct and processed in a timely manner, computer software aptitude (i.e., Microsoft Word, Excel, PowerPoint, and Outlook), proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

**Supervision Received:** General supervision of the Staff Services Manager II.

**Supervision Exercised:** None

**Description of Duties:** See Below

**Percent of Time      Essential Functions**

- 40%      Assists with the implementation of the Program Compliance Review Team (PCRT) activities; including assisting with scheduling site visit reviews, developing site visit correspondence, disseminating site visit correspondence, formatting and inputting Program Compliance site visit review reports in the Grants Information and Fiscal Tracking System (GIFTS). Assist PCRT with scheduling travel arrangements with travel agencies assuring flight times, locations and car reservations. Responsible for editing, proofing and assuring all travel documentation is correct and processing in a timely manner. Assists monitoring of program deliverables and in developing systems to monitor program compliance review activities. Assists in resource development, program reports and maintaining records.
- 35%      Assists in coordination and development of the United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) annual plan. Works with the Program Compliance Unit Chief to establish project timeline, coordinate planning meetings, assists with review of local project summaries, state level project summaries, budgets and budget justifications. Coordinates set-up, formatting and copying of USDA FSNE annual plan which is comprised of 10-16 binders. Assists unit chief in coordinating the review and approval of the annual plan by Network senior management. Assists with the distribution of the annual plan to the Department of Social Services, University of Cooperative Extension and the Network's Senior Staff members.

10% Oversees office operations including purchasing, acquisition of equipment, space planning, development of PCRT team procedures, and communications with and between the USDA headquarters. Assists in the selection and/or development and management of computer databases, and provides support in the compilation and management of program data.

10% Assists in coordination and development of the USDA FSNE annual final report. Works with the Program Compliance Unit Chief to establish project timeline, coordinate planning meetings, assists with distribution of agenda and minutes, assists with the collection and review of final report data from local projects (100+ Local Incentive Awardees and special projects). Assist research unit with reviewing and summarizing data as requested. Coordinate set-up, formatting and copying of final report. Assist the Program Compliance Unit Chief in coordinating the review and approval of the final report by senior management. Assist with the distribution of the final report to the Department of Social Services, University of Cooperative Extension and the Network's Senior Staff members.

**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 II</b>	Position Number <b>580-310-2162-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control</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 (Supervisory) and other members of a multi-disciplinary team, the PHNC II will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating and physical activity. The PHNC II will participate in the annual review and approval of in-kind contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, American Indian tribal organizations, and park and recreation agencies) eligible to receive Network matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding.

**Supervision Received:** Under the general supervision of the Public Health Nutrition Consultant III (Supervisory)

**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 will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the Network by local contractors. 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.

- 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 Joint Steering Committee, 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 the Network’s Research and Evaluation Unit 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 <b>Public Health Nutrition Consultant II</b>	Position Number <b>580-310-2162-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control</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 (Supervisory) and other members of a multi-disciplinary team, the PHNC II will assist in the coordination and collaboration of community-based programs with ongoing social marketing campaigns that promote healthy eating and physical activity. The PHNC II will participate in the annual review and approval of in-kind contributions and work scopes/budgets submitted by specific Local Incentive Awardees (e.g., local health departments, low-resource school districts, American Indian tribal organizations, and park and recreation agencies) eligible to receive Network matching funds to conduct state-of-the-art community interventions that include media, local/regional promotions, consumer empowerment, and the opportunity to leverage funding.

**Supervision Received:** Under the general supervision of the Public Health Nutrition Consultant III (Supervisory)

**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 will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the Network by local contractors. 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.

- 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 Joint Steering Committee, 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 Network’s Research and Evaluation Unit 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 <b>Public Health Nutrition Consultant III (Specialist)</b>	Position Number <b>580-310-2166-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development Unit</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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 Chief, Program Development Section, Cancer Control Branch, 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 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 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:** General supervision from the Chief, Program Development Section.

**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 standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual

training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

- 15% In cooperation with the Community Development team and other *Network* staff, provides nutrition expertise with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of documents for funding application packets, progress and final reports for funding agencies.
- 15% Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions.
- 15% In cooperation with the Research and Evaluation Unit: develops the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies, evaluations, research projects dealing with nutrition education/physical activity promotion communications, and interventions conducted at the community level.
- 10% Develops the technical portions of departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to *Network* consumers and intermediaries.
- 10% Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentations, testimony, journal articles, reports, memos, and correspondence. Includes tabular, graphic, statistical, and electronic displays.

**Percent of Time    Marginal Functions**

- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

<b>Class Title:</b> Public Health Nutrition Consultant III (Specialist) (.75)	<b>Position Number:</b> 804-508-2166-901
<b>Unit:</b> Regional Operations & Training	
<b>Section:</b> Program Development Section	
<b>Branch:</b> Cancer Control Branch	
<b>Division:</b> Chronic Disease and Injury Control Division	

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

**Job Summary:** 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 will maintain the scientific integrity of the Network's social marketing inventions 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 Networks' 11 Regional Nutrition Network contractors. The PHNC III will provide Network leadership with state and regional public sector partners, health related voluntary and non profit organizations; assist with collection of in-kind funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the Network, including with the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

**Supervision Received:** Under the general direction of the Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** 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 the 11 Regional Networks funded by the Network for a Healthy California. The PHNC III will maintain the scientific integrity of the Network's social marketing inventions to achieve healthy eating and physical activity behavior change in lower income population segments; oversee the technical content of materials; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III will provide Network leadership with state and local public sector partners, health related voluntary and non profit organizations; assist with collection of in-kind funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the Network, including with 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 for internal teams that are involved with the RN contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

**Percent of Time      Essential Functions**

- 30% Provides nutrition-related expertise in the review, approval, and monitoring of Local Incentive Awardees' in-kind contributions and matching funds, work scopes regarding regional strategies, Regional Nutrition Network contracts, as well as for promoting nutrition education and physical activity. Monitoring activities will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. Provides leadership for individual staff who work with RNs. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network*. Assists with training classes and conferences for *Network* partners, along with ongoing technology transfer of information related to the field of social marketing.
  
- 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 advisory groups.
  
- 15% In cooperation other Network staff, assists with the completion of the annual *Network* plan submitted to USDA and progress reports; participates in the preparation of progress and final reports for funding agencies.
  
- 15% Oversees the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies and evaluations and research projects dealing with nutrition/physical activity communications and interventions conducted at the community level.

**Percent of Time      Marginal Functions**

- 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.
  
- 5% Performs other duties as required.

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------

## DUTY STATEMENT

Class Title <b>Public Health Nutrition Consultant III (Specialist)</b>	Position Number <b>804-508-2166-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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) 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 will maintain the scientific integrity of the Network's social marketing inventions 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 partners and contractors. The PHNC III will provide Network leadership with state and local public sector partners, health related voluntary and non profit organizations; assist with collection of in-kind funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the Network, including with the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

**Supervision Received:** Under the general direction of the Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time      Essential Functions

30% 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 channel--specific projects (e.g., food security, faith community outreach) and to low-resource school districts, Indian tribal organizations, local health departments, and other public entities related to the selected contracts with Network awardees. Monitoring activities will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the Network by local contractors. Assists with annual training conference for Network awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

- 15% Maintains the scientific currency of the Network’s consumer and intervention research base and formulates appropriate policies and interventions, including periodic assessment of progress on the Network’s Communication Plan, that includes communication with partners and contractors and Network advisory groups.
- 15% In cooperation with the Community Development Team and other Network staff, assists with the completion of the annual Network plan submitted to USDA and progress reports; participates in the preparation of progress and final reports for funding agencies.
- 15% Oversees the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies and evaluations and research projects dealing with nutrition/physical activity communications and interventions conducted at the community level.

**Percent of Time Marginal Functions**

- 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.
- 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)</b>	Position Number <b>804-508-2166-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Unit:</b> Regional Operations & Training	
<b>Section:</b> Program Development Section	
Branch Cancer Control Branch	
Division Chronic Disease and Injury Control	

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

**Job Summary:** 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 will maintain the scientific integrity of the Network's social marketing inventions 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 partners and contractors. The PHNC III will provide Network leadership with state and local public sector partners, health related voluntary and non profit organizations; assist with collection of in-kind funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the Network, including with the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

**Supervision Received:** Under the general direction of the Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below.

### Percent of Time      Essential Functions

30% 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 channel-specific projects (e.g., food security, faith community outreach) and to low-resource school districts, Indian tribal organizations, local health departments, and other public entities related to the selected contracts with Network awardees. Monitoring activities will include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the Network by local contractors. Assists with annual training conference for Network awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

- 15% Maintains the scientific currency of the Network’s consumer and intervention research base and formulates appropriate policies and interventions, including periodic assessment of progress on the Network’s Communication Plan, that includes communication with partners and contractors and Network advisory groups.
- 15% In cooperation with the Community Development Team and other Network staff, assists with the completion of the annual Network plan submitted to USDA and progress reports; participates in the preparation of progress and final reports for funding agencies.
- 15% Oversees the technical design, conduct, and interpretation of a wide range of qualitative and quantitative pilot studies and evaluations and research projects dealing with nutrition/physical activity communications and interventions conducted at the community level.

**Percent of Time    Marginal Functions**

- 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.
- 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)</b>	Position Number <b>804-508-2166-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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) 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 will maintain the scientific integrity of the Network's social marketing interventions to achieve healthy eating and physical activity behavior change in low income population segments; oversee the technical content of materials produced by the Network; oversee Spanish language material development and communications for Network Local Incentive Award contractors; and provide consultation, technical assistance, and training to partners and contractors. The PHNC III will provide Network leadership with state and local public sector partners, health related voluntary and non profit organizations; assist with collection of state match funds from public entities to be matched as part of the United States Department of Agriculture (USDA) Federal-Financial Participation; assist with planning and implementation of the annual state plan submitted to USDA; and serve as a departmental spokesperson for the Network, including the media. The PHNC III will provide staff leadership for the development and administration of departmental Requests for Proposals (RFPs) and Requests for Applications (RFAs) for Network activities, as well as technical oversight of the resulting local subvention contracts, Interagency Agreements/Memorandums of Understanding, and competitive contracts.

**Supervision Received:** Under the general direction of the Chief, Program Development Section.

**Supervision Exercised:** None

**Description of Duties:** See below.

**Percent of Time      Essential Functions**

50% Provides nutrition expertise in the annual review, approval, and monitoring of Network Local Incentive Awardee State Match contributions and Federal Match scopes of work for local strategies implementing and promoting nutrition education and physical activity. Activities specifically include: nutrition program planning and evaluation, site visits, site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of Network standards. The position will be responsible for the review and approval of semiannual, annual and final progress reports submitted to the Network by local contractors. Assists with annual training conference for Network awardees and partners, along with ongoing technology transfer of information related to the field of nutrition education and social marketing.

- 10% Monitors and provides technical assistance to contractors particularly in the area of Spanish language activities and collaterals.
- 10% Provides Network with Spanish language expertise used for communications, materials development and usage and translation. This includes public speaking and media interviews.

**Percent of Time Marginal Functions**

- 10% Assists Community Development Team and other Network staff with the completion of the annual Network plan submitted to USDA; participates in the preparation of progress and final reports for funding agencies.
- 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.
- 5% 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.
- 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)</b>	Position Number <b>580-310-2161-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Community Development</b>	
Section <b>Program Development Section</b>	
Branch <b>Cancer Control Branch</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, Supervisor (PHNC III) 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 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:**

Chief, Program Development Section.

**Supervision Exercised:**

Supervises 2 PHNC II, 1 HEC II, 1 AHPA, and 2 Health Educator/contract staff.

**Description of Duties:**

See below.

**Percent of Time      Essential Functions**

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

universities, city governments) and other public entities as required. 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 Units regarding seasonal promotions, communication/advocacy training programs contractors at the regional level and the annual social marketing conference.

**Percent of Time      Marginal Functions**

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 wit the Administrative and Fiscal Services Unit to ensure timely review and evaluation of Letters of Intent for USDA funding and contract negotiations. Provides input on contractor’s requests for line-term transfers and makes recommendations regarding expenditures as appropriate. Coordinates with the Administrative and Policy units in relation to local agency requirements and ensures CDU staff 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

5 % Performs other duties as required.

Employee’s signature	Date
Supervisor’s signature	Date

## DUTY STATEMENT

<b>Class Title:</b> Program Technician II	<b>Position Number:</b> 580-310-9928-901
<b>Unit:</b> Contract Operations Unit	
<b>Section:</b> Administrative Operations Section	
<b>Branch:</b> Cancer Control Branch	
<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 Program Technician II (PT II) is responsible for entering and maintaining data into the Grant Information and Fiscal Tracking System (GIFTS) database for the Network for a Healthy California (Network). Enters key contract data into GIFTS, updates and maintains the GIFTS budget module, email distribution lists and other lists as needed. Track and monitor contract packaging, contractor equipment purchases and encryption and virus protection software, desk and site reviews and the Nonprofit Incentive Award (NIA) funding application process.

**Supervision Received:** Under general supervision of the Chief, Contracts Operations Unit, Staff Services Manager I

**Supervision Exercised:** None

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

Percent of Time	Essential Functions
-----------------	---------------------

- |     |   |
|-----|---|
| 30% | Responsible to enter data into the GIFTS database for the Network. Enters key contractor data during the Request for Application (RFA) phase for both continuing and reviewing contractors. Enters program contact information, letters of qualification and intent, memorandums of understanding, budget justifications and other fiscal information. Maintains and updates contractor mailing email lists. Enters and tracks the contract approval and execution process through the Cancer Control Branch, Chronic Disease and Injury Control Division, Accounting, and Contracts Management Unit. Generates RFA and contract process reports for contract managers and <i>Network</i> management. |
| 30% | Enters and tracks receipt of federal share invoices and state share documentation reports into GIFTS. Inputs line item expenses from invoices and line item expenses from state share documentation reports. Enters contractor equipment purchase information, equipment tag numbers and subcontractor agreement information. Creates payments in GIFTS and enters payment dates. Updates line items in GIFTS budget. Enters encumbering memorandum information. Enters invoicing issues and other contractor problems into GIFTS. Generates fiscal management reports for contract managers and senior management.   |
| 10% | Updates the Food Stamp Nutrition Education budget modules in GIFTS. Sets up a new federal fiscal year budget year and enters new budget line item amounts. Assigns funds for contract payments and reconciles against budget line items or unallocated reserve funds. Closes the budget year after all payments have been entered. Generates GIFTS budget reports for contract managers and other <i>Network</i> managers.  |
| 10% | Tracks and monitors the submission of contractor's Program Improvement Plans in response to Program Compliance Review Team site visit findings and corrective actions. Tracks Contract Manager (CMs) follow-up desk reviews and program compliance closure letters. Coordinates and schedules technical assistance site visits and orientations for CM's. Coordinates site visit follow up reports, maintains desk review and site visit tracking log/calendar.   |

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

**Percent of Time      Marginal Functions**

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

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

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------

**Duty Statement**  
(Proposed)

<b>Class Title:</b> Program Technician II	<b>Position Number:</b> 580-310-9928-901
<b>Unit:</b> Special Projects and Regional Infrastructure Unit	
<b>Section:</b> Administrative Operations Section	
<b>Branch:</b> Cancer Control Branch	
<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 Program Technician II (PT II) is responsible for entering and maintaining data into the Grant Information and Fiscal Tracking System (GIFTS) database for the Network for a Healthy California (Network). Enters key contractor data into GIFTS. Updates and maintains the GIFTS budget module, federal and state share fiscal data, e-mail distribution lists and other lists as needed. Tracks and monitors contract packaging, contractor equipment purchases, inventory of encryption and virus protection software, desk and site reviews and the Special Projects funding application process. Assists with the funding application process.

**Supervision Received:** Supervising is received from the Chief, Special Projects & Regional Infrastructure, Staff Services Manager I

**Supervision Exercised:** None

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

Percent of Time	Essential Functions
-----------------	---------------------

- |     |  |
|-----|--|
| 30% | Responsible to enter data into the GIFTS database for the Network. Enters key contractor data during the funding application phase for both continuing and renewing contractors. Enters program contact information, memorandums of understanding, budget justifications and project summary information. Maintains and updates contractor mailing and email lists. Enters and tracks the contract approval and execution process through the Cancer Control Branch, Chronic Disease and Injury Control Division, Accounting, and Contracts Management Unit. Generates funding application and contract process reports for Contract Manager's (CM) and <i>Network</i> management.             |
| 25% | Enters and tracks receipt of federal share invoices and state share documentation reports into GIFTS. Inputs line item expenses from invoices and line item expenses from state share documentation reports. Enters contractor equipment purchase information, equipment tag numbers and subcontractor agreement information. Creates payments in GIFTS and enters payment dates. Updates line items in GIFTS budget. Enters encumbering memorandum information. Enters invoicing issues and other contractor problems into GIFTS. Generates fiscal management reports for CM's and senior management.   |
| 15% | Schedules contract manager and program manager negotiation appointments. Reserves conference rooms for teleconference negotiations. Coordinates packaging and mail out of contracts to contractors and any subsequent amendments. Prepares contract folders. Maintains a supply of program letters, Contract Manager Desk Manuals, Contractor Guidelines Manuals, and other CM materials as needed. Distributes tracking log updates to contract managers. Coordinates contract close outs for the Network including working with CM and Program manager to gather all files, merge and purge contract files, ensure contract close out procedures are completed and archive closed out files. |
| 10% | Updates the Food Stamp Nutrition Education and Food Stamp Outreach budget modules in GIFTS. Sets up a new federal fiscal year budget and enters new budget line item amounts. Assigns funds for contract payments and resolves them against budget line items or unallocated reserve funds. Closes the budget year after all payments have been entered. Generates GIFTS budget reports for contract managers and management.  |
| 10% | Tracks and monitors the submission of contractor's program improvement plans in response to Program Compliance Review team site visit findings and corrective actions. Tracks CMs' follow-up desk reviews and program compliance   |

closure letters. Coordinates and schedules technical assistance site visits and orientations for CM's. Coordinates site visit follow up reports. Maintains desk review and site visit tracking log/calendar.

5% Coordinates placement of the annual Request for Application (RFA) on the *Network's* website and any subsequent RFA updates. Reviews incoming funding application documents submitted by contractors for completeness. Records state share and federal share budget projections from letters of qualification and intent into the accounting tracking log. Coordinates logistics for CM's review for funding application documents.

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

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------

## DUTY STATEMENT

Class Title <b>Research Scientist II (Social/Behavioral Sciences) (.60)</b>	Position Number <b>580-310-5590-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Research and Evaluation Unit</b>	
Section <b>Policy, Planning and Evaluation Section</b>	
Branch <b>Cancer Control Branch</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 Health Program Manager II, Chief, Policy, Planning, and Development Section, the Research Scientist II (RS II) will plan and implement program evaluation and other scientific studies to prevent chronic diseases resulting from obesity, low fruit and vegetable consumption, and physical inactivity. The RS II is an integral part of the Research and Evaluation Unit, which supports the Network for a Healthy California (*Network*) and is funded by the United States Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) program.

The *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 general supervision of the Health Program Manager II, Chief, Policy, Program, and Evaluation Unit.

**Supervision Exercised:** None

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

### Percent of Time      Essential Functions

- |     |  |
|-----|--|
| 30% | Incumbent will use methods and theory grounded in the social and behavioral sciences to design research and evaluation projects, including social networking analysis, evaluation of the role of the <i>Network for a Healthy California (Network)</i> in the context of change in the nutrition environment in California, and evaluation of the Health Care Providers leadership project, that test specific components or potential components of the evaluation framework of the <i>Network</i> , including project conceptualization, data collection, analysis, and evaluation/assessment for special topic areas. Topics should be based on recommendations from or inspired by a previously-conducted external evaluation critique, and may include expansion of the existing framework, development of supplemental data or data systems, or new ways to utilize existing data. |
| 30% | Coordinate with the <i>Network</i> Geographic Information System (GIS) in developing data systems that can be used for geographically grounded evaluation. Assess the practicality, feasibility, and utility of linking environmental-level GIS data with individual-level data from surveillance survey data and local evaluation projects.   |

**Percent of Time Essential Functions**

- 15% Prepares research and evaluation reports, briefs, and journal manuscripts on Network topical areas, such as *Network* evaluation triangulation, innovations in social marketing evaluation, and research relating the neighborhood retail environment to fruit and vegetable consumption, that present *Network* work conducted by self and colleagues; develop and deliver presentations for health, education, and human services professionals, staff funders, and lay audiences on findings from *Network* research and evaluation projects.
  
- 15% Contribute to program-wide planning and reporting: Research and evaluation findings of the incumbent on *Network* topical areas, such as those on growth in Network partnership complexity, best practices to track *Network* activities, and in-depth analysis of surveillance data will provide guidance for section-wide program planning and annual reporting to funders. Linkage of environmental data with individual data will enable the program to strategically plan new interventions and identify geographic areas for targeting. Contribute data, research and evaluation findings, and theoretical program background to administrative drills, progress reports, and strategic planning as needed.

**Percent of Time Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Program Compliance Review</b>	
Section <b>Policy, Planning, and Evaluation</b>	
Branch <b>Cancer Control Branch</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 contractual and fiscal functions related to developing the Annual Plan and developing and monitoring Desk Review Program Improvement Plans for the *Network for a Healthy California (Network)* local contractors. Receives direction from the Chief of the Program Compliance Unit and Chief of the Program, Planning and Evaluation Section.

**Supervision Received:** Under the supervision of the Health Program Manager II.

**Supervision Exercised:** None

**Description of Duties:** Please see below

**Percent of Time      Essential Functions**

- 30%      Assists with the coordination, development, and evaluation of administrative procedures for the 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 and approval of 100+ local contracts totaling \$117 million of state share and \$105 million in federal share. Coordinates the review and approval of local and state-level contracts and the incorporation and review of the University of Davis, California State Annual Plan. Audits and evaluates the local contracts from both agencies to ensure accuracy and compliance with federal guidelines and requirements. Assist with reviews and evaluations of state and federal share costs to ensure compliance with federal guidelines.
- 25%      Assists with providing analytical assistance in performing preparative actions required for Program Improvement Plan (PIP) Desk Reviews for Network local contractors. Including pre-review and analysis of all internal documentation (PCR Site Visit Reports) available for the contractor. Assists in developing procedures, negotiating and monitoring for PIP Desk Reviews. This includes reviewing contractor's site visit reports and program improvement plans. Updates GIFTS software as required. Schedules PIP Desk Reviews with local contractors and state staff.
- 25%      The incumbent under direct supervision, develops and evaluates administrative procedures for the Network's State Final Report submitted to the United States Department of Agriculture and the California Department of Social Services. The Network Final Report includes the review and approval of data from 100+ local and state contracts representing \$222 million of nutrition education and social marketing activities. Coordinates the submission of final report data from the University of California Davis for incorporation to the State Final Report.

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

**Percent of Time Marginal Functions**

5% Assists with 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. In addition, develops, reviews, analyzes, 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. Incumbent will assist with the development and review of the new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

5% Incumbent will assist with the development and review of the Network Funding Application Packet, in addition; assist in updating protocol and training manuals. Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Analyst (SSA) 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 general direction of the Staff Services Manager I.

**Supervision Exercised:** None.

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

**Percent of Time    Essential Functions:**

- 40% Under lead direction, develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the Network's Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of 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% Assists with the Development and evaluation of administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the SSA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates Network invoices for accuracy on contract, budget, mathematical computation, and 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. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the Network. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned contracts per year. Monitors and follows up on the resulting Program Improvement Plan from the PCT Reviews. Coordinates and conducts a follow up desk

review. Prepares resulting desk review report.

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

10% Assists with the preparation of 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Administrative and Fiscal Services Unit</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California (Network) program.

**Supervision Received:** Under the general direction of the Staff Services Manager I

**Supervision Exercised:** None

**Description of Duties:** The Staff Services Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California (Network) program.

### Percent of Time      Essential Functions

- 30% Coordinates, tracks, and completes various departmental reports, and drills including Employee Master File (EMF) Reports, State Controllers Office (SCO) Vacancy Reports, Conflict of Interest Statements, Semiannual Federal Certifications, and Security and Confidentiality Acknowledgements. Coordinates and tracks that all staff have attended mandated trainings including Sexual Harassment Training, Workplace Violence Training, IT Security Training, Defensive Driving Training, and other Department required trainings. Assists SSM I with coordinating the Cancer Control Branch (CCB) Emergency Response Team. This includes recruiting new members, completing and updating rosters, and tracking to ensure that emergency members have met Cardiopulmonary resuscitation requirements (CPR). Coordinates staff training requests and signs staff up for requested training.
- 15 % Provides assistance and back-up support as needed to prepare personnel documents for recruitment of new hires, transfers, promotions, reclassifications, etc. for CCB. Oversees preparation of Request for Personnel Actions (RPAs) and related personnel documents. Develops duty statements, organization charts, freeze exemptions, reclassification justifications and other documentation required by Personnel. Creates interview panels, develops interview questions, and works closely with the Branch Administrative Assistant and the Personnel Section as necessary on related issues.
- 15% Coordinates and tracks employee building access keycards and telephone cards. Processes and tracks building management requests, telephone action requests, seating and office assignments, space and move requests, cubicle problems, lights, heating and air conditioner requests, office and cubicle moves, building access and security, and reasonable accommodations.

- 15% Tracks equipment inventory and ensures that all equipment is tagged. Disposes of all old and outdated equipment and furniture. Coordinates and completes the records retention drill. Coordinates and completes the state archive drill.
- 10% Coordinates and completes the CCB Out-of-State Travel (OST) Blanket each year. Processes individual OST trips, OST justifications and trip substitutions. Tracks the OST budget to ensure that funding is available for all trips and within budget. Reviews travel expense claims for accuracy, allowability, mathematical computation prior to supervisor review.
- 10% Assists with miscellaneous assignments including entering data into the GIFTS database, develops and processes purchase orders and service orders, provides support to the fiscal and accounting sub-unit, and provides ergonomic evaluations for Branch.

**Percent of Time      Marginal Functions**

- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

(Proposed)

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Administrative and Fiscal Services Unit</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California (Network) program.

**Supervision Received:** Under the general direction of the Staff Services Manager I

**Supervision Exercised:** None

**Description of Duties:** The Staff Services Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide Network for a Healthy California (Network) program.

### Percent of Time      Essential Functions

- 30% Coordinates, tracks, and completes various departmental reports, and drills including Employee Master File (EMF) Reports, State Controllers Office (SCO) Vacancy Reports, Conflict of Interest Statements, Semiannual Federal Certifications, and Security and Confidentiality Acknowledgements. Coordinates and tracks that all staff have attended mandated trainings including Sexual Harassment Training, Workplace Violence Training, IT Security Training, Defensive Driving Training, and other Department required trainings. Assists SSM I with coordinating the Cancer Control Branch (CCB) Emergency Response Team. This includes recruiting new members, completing and updating rosters, and tracking to ensure that emergency members have met Cardiopulmonary resuscitation requirements (CPR). Coordinates staff training requests and signs staff up for requested training.
- 15 % Provides assistance and back-up support as needed to prepare personnel documents for recruitment of new hires, transfers, promotions, reclassifications, etc. for CCB. Oversees preparation of Request for Personnel Actions (RPAs) and related personnel documents. Develops duty statements, organization charts, freeze exemptions, reclassification justifications and other documentation required by Personnel. Creates interview panels, develops interview questions, and works closely with the Branch Administrative Assistant and the Personnel Section as necessary on related issues.
- 15% Coordinates and tracks employee building access keycards and telephone cards. Processes and tracks building management requests, telephone action requests, seating and office assignments, space and move requests, cubicle problems, lights, heating and air conditioner requests, office and cubicle moves, building access and security, and reasonable accommodations.

- 15% Tracks equipment inventory and ensures that all equipment is tagged. Disposes of all old and outdated equipment and furniture. Coordinates and completes the records retention drill. Coordinates and completes the state archive drill.
- 10% Coordinates and completes the CCB Out-of-State Travel (OST) Blanket each year. Processes individual OST trips, OST justifications and trip substitutions. Tracks the OST budget to ensure that funding is available for all trips and within budget. Reviews travel expense claims for accuracy, allowability, mathematical computation prior to supervisor review.
- 10% Assists with miscellaneous assignments including entering data into the GIFTS database, develops and processes purchase orders and service orders, provides support to the fiscal and accounting sub-unit, and provides ergonomic evaluations for Branch.

**Percent of Time      Marginal Functions**

- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

**DUTY STATEMENT**

Class Title <b>Staff Services Analyst</b>	Position Number <b>580-310-5157-901</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Contract Operations</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Analyst (SSA) 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 Health California (Network)* program.

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

**Supervision Exercised:** None.

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

**Percent of Time      Essential Functions**

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

- 10% Under lead direction, represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, and CDPH Asset Management Unit) with minimal direction. Prepares reports, documents, and correspondence in response to requests for various organizations including within CDPH and contracting entities.
  
- 10% Assist with the preparation of fiscal analysis, allocation reports, and various fiscal documentation to provide data to other professional staff and management using 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 LIA Guidelines Manual, GIFTS database entries, contract and bill analysis drills, and Budget Change Concepts/Proposals. Assists in development of training courses, conferences, annual meetings, and advisory committee meetings, and presents information at these forums.
  
- 5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager I</b>	Position Number <b>580-310-4800-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Administrative and Fiscal Services Unit</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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 Network for a Healthy California (Network)* has an annual budget of approximately \$100 million federal share reimbursement and approximately \$100 million in-kind state share, over 130 state and contract employees, and over 160 contracts and subcontracts. The Administrative Operations Section is responsible for the program's fiscal integrity, including monitoring and assuring compliance of the entire \$220 combined budget which includes the in-kind state share from local agencies that qualifies for federal share reimbursement from the United States Department of Agriculture (USDA). Under the general supervision of the Staff Services Manager (SSM) II, California Department of Public Health (CDPH), the Staff Services Manager I (SSM I) directs, oversees, and supervises the activities and staff of the Administrative and Fiscal Services Unit (AFSU). The SSM I directly supervises the following staff: two (2) Associate Governmental Program Analysts; one (1) Associate Management Auditor; one (1) Staff Services Analyst; one (1) Accountant I; one (1) Program Administrator III (HPS I); one (1) Program Administrator II (AGPA); one (1) Contract Administrator II (Senior Accounting Officer); one (1) Contract Administrator I (SSA); one (1) Accounting Assistant III (Program Technician III); one (1) Accounting Assistant II (Program Technician II). The Unit houses all of the administrative and support functions for the *Network*. The SSM I oversees the wide array of administrative and fiscal functions for the *Network*. This includes supervision of the Public Health Institute (PHI) administrative/fiscal staff who manage the \$115 million, five-year personal services master contract, various special projects and the day-to-day management of the Section's administrative, fiscal, personnel, purchasing, and clerical support activities.

**Supervision Received:** General direction from the Staff Services Manager II, Chief of Administrative Operations, Section.

**Supervision Exercised:** Direct and indirect supervision of 11 technical/professional and clerical positions.

**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 staff performing all of the administrative support functions, e.g. personnel, attendance, accounting, fiscal monitoring, budgeting, fiscal forecasting, out-of-state travel, in-state travel, purchasing, space allocation, clerical support, staff training, and communication. The SSM I also oversees the work of the PHI administrative and fiscal staff. In addition, the SSM I oversees completion of the fiscal section of the USDA annual Nutrition Education Plan and USDA progress reports.

**Percent of Time    Essential Functions**

- 30% Overall supervision, direction, training and evaluation of AFSU staff. Assigns and prioritizes workload for the Unit activities. Reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy. Assures that staff efficiently and effectively perform tasks related to the policy and procedures outlined in the *Network's* administrative manuals and policy and procedure manuals of the Department (e.g., Health Administrative Manual; Department of Finance Management Memos; Legislative Manual; Personnel and Attendance Manuals; Secretarial Handbook, etc.). Ensures that all fiscal and administrative assignments and drills are completed and deadlines are met. Provides administrative/fiscal technical assistance to staff to ensure consistent and effective implementation of administrative/fiscal policies.
- 25% Develops and implements fiscal controls and mechanisms for monitoring the *Network's* multi-million dollar state and federal share budget and program expenditures. Oversees the California Department of Social Services interagency agreement which funds the *Network*. Sets up system controls and fiscal expenditure reports to monitor the *Network's* support and local assistance budget expenditures. Ensures adherence to the CDPH CalSTARS Online Reporting Environment (CORE) accounting system which provides monthly and annual expenditure reports and fiscal forecasting documents. Oversees reconciliation of the CORE, CalSTARS, and Q18 reports. Supervises and oversees the work of the PHI administrative staff who manage the \$115 million, five-year personnel services master contract which includes the human resource services for approximately 80 contract staff, administration of numerous special projects, budget management, purchasing, and clerical support activities.
- 15% Supervises, oversees, and evaluates administrative, clerical, and personnel support functions for the Unit. Provides guidance and training to Unit Chiefs in adhering to proper civil service and contractor hiring practices. Ensures that administrative personnel and time and attendance reports are completed accurately and efficiently. Ensures that employees receive personnel information regarding health, dental, vision, flexelect, disability, employee assistance and other employee benefit information. Oversees the *Networks'* recruitment and hiring process including development of duty statements, justifications, interview questions, interview panels, certification list requests, requests for personnel actions, and other personnel 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 *Network's* out-of- state travel budget; and ensures accuracy of the monitoring program support budget expenditures (e.g., office supplies, reproduction, rent, travel, equipment, data processing, etc.). Supervises and oversees completion of CDPH mandatory staff trainings which include: workplace violence prevention, sexual harrassment, conflict of interest, defensive driving, information technology security, injury and illness prevention, and emergency evacuation. Oversees administrative needs of the *Network* including: space, office moves, telephones, building access/security, and ergonomic requests. Oversees response to California Public Records Act requests. Oversees completion of the fiscal section of the annual USDA Nutrition Education Plan, USDA progress reports, legislative bill analysis, and budget change proposals. Coordinates the completion of the state budget section of the federal Education and Administrative Reporting System.
- 5% Responds to USDA administrative and fiscal inquiries. Upon request of supervisor and other management, prepares budgets, program reports, fiscal bill analyses, informational summaries, and other ad hoc reports. Coordinates and integrates the *Network* program objectives by attending, participating, and providing input at various *Network*-related management meetings. Completes program objectives by fostering collaborative relationships with other Unit Chiefs, CDPH control offices, and federal and state administrators.

**Percent of Time    Marginal Functions**

5%    Interviews, hires, trains, and evaluates the performance of all immediate subordinate staff and conducts/participates in various sub-unit staff meetings. Assists with chairing interview examinations. Serves in an advisory capacity at senior staff meetings and workgroups. Provides coverage for the other SSMs in their absence. Acts in place of the Chief of Administrative Operations, Section as required.

5%    Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager I</b>	Position Number <b>580-310-4800-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit <b>Special Projects and Regional Infrastructure Unit</b>	
Section <b>Administrative Operations Section</b>	
Branch <b>Cancer Control Branch</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) 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 Staff Services Manager I (SSM I) of the California Department of Public Health (CDPH) Administrative Operations Section, *Network for a Healthy California (Network)* under the direction of the Chief, is responsible for the supervision of 11 staff, providing oversight, training, technical assistance, and consultation on administrative, fiscal, and contract operations to 1) the *Regional Network* contracts, 2) the master fiscal, administrative and personnel services contract, 3) the media and public relations contract, 4) special projects including the Local Food and Nutrition Education (LFNE) projects, 5) faith-based projects, 6) Non-profit Incentive Award (NIA) projects, and 7) the Food Stamp Program Access Improvement Project. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

**Supervision Received:** General supervision from Staff Services Manager II, Section Chief, Administrative Operations Section.

**Supervision Exercised:** Four Associate Governmental Program/Staff Services Analysts, one Associate Health Program Advisor, one Management Services Technician, three Contract Administrator I, and two Contract Administrator II position.

**Description of Duties:** See below.

### Percent of Time      Essential Functions

50% Supervises on a daily basis ten contract management staff assigned as follows: three staff assigned as contract managers for *Regional Network* contracts; three staff assigned as contract managers to monitor special projects including LFNE contracts, and faith community outreach contracts; two contract managers assigned to monitor the NIA contracts; one contract manager assigned to monitor the multi-million dollar master fiscal, administrative and personnel services contract (including invoicing and contract amendments); and one contract manager assigned to the multi-million dollar master media and public relations contractor. Assigns and prioritizes all workload, reviews completed assignments for thoroughness, accuracy and consistency with program, departmental and federal policy. Provides program and fiscal technical assistance to ensure effective integration of nutrition education, training, media, and community mobilization strategies to achieve the *Network's* program objectives and compliance with the United States Department of Agriculture (USDA) administrative and fiscal policies. Conducts monthly staff meetings and trainings of assigned contract management staff, prioritizes assignments and reviews work products. Develops and implements fiscal compliance review and follow-up policies for contract management staff and tracks compliance progress in GIFTS. Reviews GIFTS management reports to identify administrative and fiscal problem areas. Oversees the creation of a variety of administrative management reports, case studies and graphs on a variety of *Network* statistics.

- 25% Provides administrative oversight of contract process and policies. Provides administrative consultation and technical assistance for *Network's* Units including *Regional Networks*, Community Development Unit, Communications Unit, Policy/Partnership/Planning Unit, Information Technology Unit, Fruit, Vegetable and Physical Activity Campaigns, Program Compliance Review Team, NIA channel and Food Stamp Program Access Improvement Projects. Attends unit and project meetings as requested and works as part of a multidisciplinary team to plan and implement activities.
- 10% Oversees the preparation of the Food Stamp Program Access Improvement Plan to the California Department of Social Services and USDA. Negotiates state and federal share contributions from food banks or other nonprofit organizations and prepares a contract based on contributions matched by USDA. Monitors resulting contract; including participating in meetings with funder and providing technical assistance and tracks budget separately from other funding streams. Prepares fiscal section of progress reports that is required by funding agencies.

**Percent of Time      Marginal Functions**

- 5% Participates in management meetings, provides input on administrative activities, and assists in the implementation of the *Network's* goals and objectives. Participates in the recruitment, selection, placement, and training of Administrative staff; and evaluates staff performance.
- 5% Assists with the preparation of the fiscal sections of the USDA Annual Plan. Assists with fiscal portion of USDA progress reports. Assists program staff with budgets and work plans. Upon request of supervisor and other management, prepares budgets, program reports, bill analyses, informational summaries, and other ad hoc 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 physical activity programs.
- 5% Performs other duties as assigned. Provides coverage for the other Staff Services Managers in their absence. Acts in place of the Section Chief as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Staff Services Manager II</b>	Position Number <b>580-310-4801-901</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit N/A	
Section Administrative Operations Section	
Branch Cancer Control	
Division Chronic Disease and Injury Control	

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

**Job Summary:** The Staff Services Manager (SSM) II plans, organizes, and manages the five supervisors and one Health Program Auditor (HPA) IV overseeing the work of a multidisciplinary team of professional, technical, and support staff in the administrative units responsible for fiscal, contract, personnel, purchasing, clerical support, facilities operations, and information technology of the Administrative Operations Section (AOS). This position functions as a key member of the *Network for a Healthy California (Network)* senior staff and provides expert technical assistance and recommendations to the Administrative Operations Section on all administrative areas.

**Supervision Received:** This position works under the direct supervision of the Chief, Cancer Control Branch.

**Supervision Exercised:** The SSM II directly supervises on a daily basis five unit supervisors and one HPA IV who supervise over 50 employees: three SSM I positions – one each in the Administrative and Fiscal Services Unit, the Special Projects and Regional Infrastructure Unit, and the Contract Operations Unit – and one Database Administrator II in the Information Technology and Systems Unit, and one Office Administrator one HPA IV staff.

**Description of Duties:** The incumbent manages all aspects of the *Network's* administrative functions including: managing the annual budget of approximately \$200 million; accounting oversight and planning authority for fiscal transactions in the AOS; manages staff that is responsible for AOS personnel functions. The incumbent also supervises the managers that plan and conduct the entire contracting processes for outgoing funds; manages the staff responsible for providing clerical support to the *Network*; oversees the processing of *Network* training transactions; recommends fiscal and administrative policy for federal, state, and local operations and supervises the manager who oversees all aspects of the *Network's* information technology.

### Percent of Time      Essential Functions

40%    The SSM II manages and enhances all aspects of the Section's administrative functions, including: personnel, budgets, accounting, contracts, purchasing, information technology, travel, training, attendance, and clerical services. The incumbent has lead responsibility for managing a complex annual budget of approximately \$200 million of combined state in-kind and federal financial participation matching dollars; has oversight and planning authority for accounting transactions in the *Network*; maintains effective working relationship with CDPH Accounting to ensure integrity in fiscal activity, and provides supervisory guidance to the three high-level managers in the *Network* who are all responsible for fiscal issues; supervises the managers that plan and conduct the entire expenditure processes for outgoing funds including Requests for Proposals (RFPs), Requests for Applications (RFA's), and Interagency Agreements; manages the staff responsible for supervising, planning, organizing, and directing the complex work of staff that support all clerical functions for the *Network*; oversees supervisors who oversee the planning, acquisition, monitoring, and evaluation of all major solicitations (RFP's, RFA's, Interagency Agreements);

assures that systems, office supplies, and office equipment meet the needs of the *Network*, oversees the staff that processes vendor invoices; supervises staff who oversee all aspects of the *Network's* in-state and out-of-state travel needs including the Out-of-State travel blanket, travel documents, and reimbursements; oversees the processing of the *Network* training transactions; recommends fiscal and administrative policy for federal, state, and local operations; supervises the manager who oversees all aspects of *Network's* information technology, including the work of the Information Technology and Systems Improvement Unit which develops, tests, and maintains applications/systems to support *Network* activities, maintains the desktop computers, laptop computers, and audio visual equipment for the Section, supports all web sites, implements the Grant and Information Tracking System (GIFTS) the section's centralized contract management database. This involves compiling, importing, and updating data from various sources within the *Network*, performing data validation, and running batch updates and trains staff on how to use the GIFTS database and software modules.

20% The SSM II coordinates, assigns and prioritizes workload for the supervisors and a HPA IV of the Administrative and Fiscal Services Unit, the Special Projects and Regional Infrastructure Unit, the Contract Operations Unit and the Information Technology and Systems Improvement Unit and the Clerical Support Unit and the HPA IV that serves as a technical advisor in the following administrative areas: accounting, contracts, fiscal, health program reviews, policies and procedures related to the conduct of the *Network*. 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 supervisors in overall Section administration, program planning, policy development, and development of administrative procedures. Meets with and coordinates development of administrative and program policy in the *Network* with CDPH Administration, including high level managers of Contract Management Unit, Budget Office, Accounting, Human Resources, and the Legal Office, as well as state control agencies (e.g. Health and Human Services Agency, Department of Finance [DOF]), other state agencies (e.g. CDSS, University of California, California Department of Education, First 5 Commission), and the Federal Government (e.g. USDA, Centers for Disease Control and Prevention) to resolve administrative, fiscal, contractual, and legal issues involving the Section.

10% The SSM II manages staff that is responsible for *Network* personnel functions. This includes preparing personnel documents for recruitment of new hires, transfers, promotions, reclassifications, preparation of Request for Personnel Actions and related personnel documents, duty statements, organization charts, freeze exemptions, reclassification justifications, and other documentation required by Personnel. Participates in the recruitment, selection, and placement of staff following Office of Civil Rights guidelines to ensure that qualified applicants for positions are recruited from all segments of the relevant work force.

**Percent of Time      Essential Functions**

10% The incumbent supervises staff responding to drills and responds to drills when appropriate and other urgent requests from the Center, Director's Office, Agency, DOF, the Governor's Office, the Legislature, and other entities in a timely manner and accurate fashion. Manages staff responsible for providing required USDA documentation in compliance with state and federal laws and regulations to ensure program integrity and avoid audit exceptions.

**Percent of Time      Marginal Functions**

5% The SSM II establishes and maintains effective working relationships with federal, state, and local government agencies. Acts on behalf of the Section Chief and performs other duties as requested.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT FNSE FUNDS (80%)

Class Title <b>Staff Services Manager III</b>	Position Number 580-310-4802-XXX
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section	
Branch Cancer Control	
Division Chronic Disease and Injury Control/Center for Chronic Disease Prevention & Health Promotion	

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 Public Health Medical Administrator I, Chief, Cancer Control Branch (CCB), the Staff Service Manager III (SSM III) serves as the Assistant Chief and is responsible for the operational, day-to-day administration of the *Network for a Healthy California (Network)* and 144 staff distributed across of the Program Development Section (22 state and 20 contract positions); Policy, Planning, and Evaluation Section (9 state and 35 contract positions); and Administrative Operations Section (30 state and 28 contract positions). For the *Network*, the Assistant Chief serves as lead for the branch's administrative functions including: budgeting, personnel management, contracting, and information management. For the *Network*, the Assistant Chief assumes primary responsibility for evaluating, monitoring, improving, and developing effective and efficient administrative systems.

**Supervision Received:** The Staff Services Manager III is under general direction from the Public Health Medical Administrator I, and takes general direction from the Public Health Medical Administrator II, C.E.A., Chief, Division of Chronic Disease and Injury Control.

**Supervision Exercised:** This position directly supervises two Health Program Manager II positions, one Staff Services Manager II, one Health Program Specialist II (retired annuitant), one Health Program Specialist I, two Office Technicians and a contract clerical temp.

**Description of Duties:** See below:

### Percent of Time      Essential Functions for the *Network* (FSNE Funded Activities)

- 30%    Directs, manages and supervises the day-to-day administrative operations of the *Network*, providing administrative and management guidance to section chiefs on complex issues including budget, financial projections and expenditures, new legislation, program development and bill analysis, special project planning and implementation, data collection, automation, regulatory changes, development of Request for Proposals, Request for Applications, Grant Applications, contracts, personnel, organization, and section general operations.
- 30%    Provides expertise and guidance in the development and implementation of *Network* (FSNE-funded) programs and management of on-going programs and initiatives; and formulates policy in response to changing program objectives; plans, conducts, and coordinates *Network* (FSNE-funded) projects.
- 20%    Maintains external relations with relevant constituencies; represents the *Network* programs at high-level policy discussions within CDPH as well as external venues such as: state and national conferences;

meetings with other state and federal agencies, local jurisdictions, and with public, private, and voluntary health entities. Represents the Branch Chief in his absence.

10% Oversees administrative aspects of the design, initiation, and evaluation of a wide range of complex program and policy interventions. Reviews program reports, studies and surveys, and resolves administrative and program-related problems.

**Percent of Time    Marginal Functions**

10% Participates in and provides technical and professional assistance on administrative issues, work-force and training programs and efforts. Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date