

DUTY STATEMENT

Class Title Health Program Specialist I	Position Number 581-330-8338-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Preventive Medicine Residency Program and California Epidemiologic Investigation Service	
Section Program Development Section	
Branch Chronic Disease Control Branch	
Division Chronic Disease and Injury Control	

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

Job Summary: The Health Program Specialist (HPS) I performs programmatic, analytical, technological, fiscal, and administrative tasks necessary to carry out the functions of the Program Development Section (PDS) postgraduate training programs. The PDS has two programs: the Preventive Medicine Residency Program (PMRP) and the California Epidemiologic Investigative Service (Cal-EIS) Fellowship Program. The incumbent plans, organizes, and directs the Cal-EIS Fellowship Program and provides cross-program support to the PMRP. The HPS I will work closely with the PDS Chief to direct the California Department of Public Health (CDPH) postgraduate training programs. The HPS I conducts Cal-EIS recruitment efforts and monitors required training, reports, and site visits; reviews the program budget, and works with the CDPH budget and contract management staff. Serves as liaison to academic institutions and graduate and postgraduate partners in public health professional/workforce development and continuing education.

Supervision Received: Under direction of the Public Health Medical Officer III, PDS Chief.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time	Essential Functions
45%	Provides technical assistance and administrative support of Cal-EIS program activities related to workforce training and professional development, such as developing competency tools, activity report templates, and evaluation forms; updating the Fellow Training Manual; and responding to Fellow and Preceptor inquiries and needs. Conducts the Cal-EIS state and national recruitment efforts by developing and distributing recruitment flyers, emails, online postings, and responding to applicant inquiries. Reviews all Cal-EIS Fellow applications for completeness and evaluates candidate eligibility. Identifies training opportunities and assists with related registration for Cal-EIS Fellows statewide; in local health departments, within CDPH, and in other state agencies. Advises and assists candidates in selection of preceptors, sites, and training opportunities. Independently writes, develops, monitors and assures execution of contracts/agreements between CDPH and the Fellows, between CDPH and preceptors in local health departments, and between CDPH and academic partners. Works with PDS Chief to negotiate contracts/agreements, and with CDPH Contracts Management Unit to execute contracts/agreements. Assists with speaker coordination, communication, and logistics for the Preventive Medicine & Public Health seminars. Researches policy and provides recommendations to PDS Chief regarding Accreditation Council for Graduate Medical Education requirements.

- 25% Directs, coordinates, and monitors the required training, reports, and site visits of assigned Fellows and Preceptors. Assists the PDS Chief in review of these reports and provides in-depth recommendations to management for resolution of content and process problems. Independently tracks program evaluations completed by Fellows and Preceptors, reviews the evaluations for deficiencies or errors, provides recommendations to the PDS Chief, and works with the PDS Chief to implement actions for addressing or correcting the related deficiencies/errors. Organizes logistics, prepares agenda, and takes minutes for the postgraduate training program Advisory Committee meetings. Meets and confers with Fellows and Preceptors on program accomplishments and weaknesses. Tracks all former graduates' current activities and status to measure program effectiveness.
- 15% Coordinates with other public health workforce development partners for collaborative training opportunities. Keeps current on the changing legal and technical requirements of training programs by independently contacting schools of public health and referencing authorities such as the Council on Education for Public Health. Represents CDPH on State committees developing and improving training programs. Serves as CDPH liaison to local health departments, the California Schools of Public Health, academic collaborators, and other state agencies participating in these programs.
- 10% Provides technical assistance and administrative support to PMRP staff.

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

Employee's signature	Date
Supervisor's signature	Date