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DUTY STATEMENT
Accounting Assistant III – Administrative and Fiscal Services Unit (R. Otter)
***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
Accounting Assistant III – Administrative and Fiscal Services Unit (Vacant)
***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:

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 – Administrative and Fiscal Services Unit (D. Muncy)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from the Office Services Supervisor II, the Administrative Assistant III (AAIII) will assist the Office Services Supervisor II with specific assignments when requested for the *Network for a Healthy California (Network)*. The AAIII 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 AAIII will attend conferences and assist with all Admin duties for multiple events. Attends training sessions and is responsible for training other support staff. The AAIII 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 4th and 5th 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 – Regional Operations and Training Unit (M. Munyan)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from the Office Services Supervisor II, the Administrative Assistant III (AAIII) will assist with specific assignments for the Section. The AAIII duties will include, but are not limited to word processing, scheduling meetings, and answering incoming phone lines. The AAIII 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 AAIII will support specific staff assigned to this position and be lead for all their assignments.

50% This position requires the AAIII to support separate Units: the Nutrition Education Coordinators Unit (NECs) and Regional Operations and Training Unit. The AAIII 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 AAIII 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 AAIII 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 AAIII will schedule meetings when needed to update all support staff for the Administrative Assistant Reference Binders. The AAIII will be lead in organizing Bi-monthly clerical meetings by working directly with the Office Services Supervisor II 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 III – Communications Program (B. Ward)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from the Office Services Supervisor II, the Administrative Assistant III (AAIII) will support the Communications Program within the *Network for a Healthy California (Network)*. The AAIII duties will include, but are not limited to word processing, answering telephones, assisting with projects and staff in the Communications Program. The AAIII 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 AAIII is in-charge of scheduling and planning of events. Also schedules meetings and teleconferences. Specifically, the AAIII 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 AAIII is responsible for scheduling rooms and meetings using the Microsoft Outlook software and assists with setting-up teleconferences and audio visual equipment. The AAIII is required to attend team meetings once a month, contributing ideas for up coming events, typing agenda items, and taking notes

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 AAIII 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
Contracts Administrator I – Special Projects & Regional Infrastructure Unit
(C. Pirruccello)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from the Staff Services Manager I (SSM I) of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, Administrative Operations Section, the Contracts Administrator I is responsible for providing personnel support and drill coordination to the Section. Specifically, the CA I will perform the following duties:

80% Prepare personnel documents for recruitment of new hires, transfers, promotions, reclassifications, etc. for the *Network*. Oversees preparation of Request for Personnel Actions (RPAs) and related personnel documents. Develops duty statements, organization charts, freeze exemptions, reclassification justifications and other documentation required by Personnel. Creates interview panels, develops interview questions, and works closely with the Branch Administrative Assistant and the Personnel Section as necessary on related issues. Assist with *Network* personnel transition plan to convert certain PHI employees to state employment.

15% Coordinate and track drills assigned by Branch, Division, Budgets, Accounting, Contracts and other departments. Work with SSM I to clarify assignment and to triage drill to appropriate person to respond. Update drill tracking log to ensure responses are timely and deadlines are met. Check with person that is assigned a drill prior to deadline to ensure timely completion. Forward completed drill to SSM I to review and then to Branch with copies to Section Chief and supervisor. Place completed drill in Outlook folder.

5% Perform other duties as assigned.

DUTY STATEMENT
Contract Administrator II – Special Projects & Regional Infrastructure Unit (I. Tovar)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from the Staff Services Manager I (SSM I) of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, 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
Contracts Administrator II – Special Projects & Regional Infrastructure Unit (K. Tuttle)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from the Staff Services Manager I (SSM I) of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, 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-Supervisor – Administrative and Fiscal Services Unit
(S. Black)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

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
Development Specialist I – Policy, Partnerships and Planning Unit (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Policy Partnership, and Planning Unit Lead, of the *Network for a Healthy California (Network)*, the Development Specialist I (DS I) will provide planning, program development, and technical assistance support to nutrition and physical activity projects at the state, regional, and local levels. The DS I will assist in promoting *Network* goals and objectives through the Partnerships Development Infrastructure, including the *Network* Statewide Collaborative (NSC), NSC Subcommittees, Regional Collaboratives, and advisory committees by supporting the coordination and collaboration of external partners from across government, community-based non-profit organizations, advocacy groups, and private industry. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

30% Assists the Unit Lead to maintain effective coordination between *Regional Network* Lead Agencies, Regional Collaborative, Local Incentive Awardees, Local Food Nutrition Education projects and other Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and external partners by providing assistance in planning and staff support for the *Network* State-wide Collaborative (NSC). The DS I will take the lead on facilitating and coordinating select NSC subcommittees.

25% Maintains, facilitates, and assesses *Network* relationships with partners or potential partners in public, nonprofit, and private sectors for long-term participation and collaboration on SNAP-Ed program and activities. Works with the Unit Lead to maintain effective coordination between *Regional Network* Lead Agencies, Regional Collaboratives, Local Incentive Awardees, other SNAP-Ed projects and external partners by providing planning and staff support for the operation of the NSC, subcommittees, and advisory committees.

20% Assists HPS II and DSIII with performing critical nutrition and physical activity program analysis and preparing a wide variety of program, technical, and scientific communications, briefs, reports, memos, presentations, and responses to program correspondence.

20% Program manager for special project and leadership contracts. This involves reviewing and negotiating project work plans and subcontracts, and monitoring project performance.

5% Performs other duties, as required.

DUTY STATEMENT
Development Specialist II – Policy, Partnerships and Planning Unit (J. Herrera)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Development Specialist III and Health Program Specialist II of the *Network for a Healthy California (Network)*, the Development Specialist II (DSII) will provide planning, program development, and technical assistance support to nutrition and physical activity projects at the state, regional, and local levels. The DSII will assist in promoting *Network* goals and objectives through the Partnerships Development Infrastructure, including the *Network* Steering Committee (NSC), NSC subcommittee, Regional Collaboratives, and advisory committees by supporting the coordination and collaboration of external partners from across government, community-based non-profit organizations, advocacy groups, and private industry. This position handles complex tasks with the application of strong writing, communication, and coordinating skills. Duties include:

35% Provides staff support for program development, partnership activities, and effective coordination between *Regional Network* Lead Agencies, Regional Collaborative, Local Incentive Awardees, Local Food Nutrition Education projects and other Supplemental Nutrition Assistance Program Education (SNAP-Ed) special projects and external partners, e.g., providing staff support in planning and staff support for the SNAP-Ed *Network* Steering Committee. The DSII will facilitate and coordinate select NSC subcommittees.

30% Manages selected *Network* Leadership projects to ensure successful accomplishment of objectives. Oversees completion of scope of work activities and adherence to state guidelines. Participates in establishing contracts and provides on-going contract oversight in collaboration with staff from other units and/or sections. Oversees programmatic activities and develops progress report analyses. Coordinates and implements internal systems to promote streamlined communications and efficient contract management

20% Assists HPSII and DSIII with performing critical nutrition and physical activity program analysis and preparing a wide variety of program, technical, and scientific communications, briefs, reports, memos, presentations, and responses to program correspondence.

10% Maintains, facilitates, and assesses *Network* relationships with partners or potential partners in public, nonprofit, and private sectors for long-term participation and collaboration on SNAP-Ed program and activities.

5% Performs other duties, as required.

DUTY STATEMENT
Development Specialist II (DS II) – LFNE/Outreach (V. Sanderford-O'Connor)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

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

30% Manage scope of work and programmatic concerns related to the LFNE contracts, working with the *Network* Research and Evaluation Team and research consultants; communication/triage for additional resources and staff, and directing contractors to *Network* staff, including research and evaluation, Regional Nutrition Education Coordinators, communications team for Nutrition Education Reinforcement Items (NERI), and other *Network* resources.

20% Provide oversight of the FNEAC, including facilitation, inviting guest speakers, meeting coordination, and partnership development, which includes planning and coordinating three meetings per year and participating in other meetings that tie to FNEAC-related activities, and seeking new partners to support this channel.

15% Provide program and technical consultation for the LFNE contracts, managing the Request for Application process (every other year), USDA inquiries, and other point of contact/communication issues. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of LFNE projects.

10% Assist in the development of the Request for Applications and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and

regulations are incorporated. Reviews and completes assessment of submitted applications. Negotiates and recommends approval of contracts.

10% Working independently or with others as assigned, perform research, conduct surveys and interviews, compile and interpret data, develop recommendations, and present clear reports of findings both orally and in writing related to LFNE projects and the FNEAC. Utilize project management skills to complete LFNE projects. Timely and accurately complete special projects as assigned. Maintain a work plan to track progress on project assignments. Provide weekly updates to unit manager. Notify unit manager and/or applicable person when sensitive or controversial issues arise, and/or as soon as it's apparent that agreed upon deadlines cannot be met.

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

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

5% Performs other duties as assigned.

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

Under the supervision of the PHI Project Director III, and general guidance from the Chief of the Policy, Planning and Evaluation Section, the Development Specialist III (DSIII) is responsible for providing technical expertise in partnership development, assessment and management support in especially sensitive areas of nutrition education and physical activity. The DSIII 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. DSIII has primary responsibility for the management, planning and coordination of partnership activities of Policy, Planning and Evaluation Section and the *Network for a Healthy California* (*Network*) and supervision of the personnel and programs of the Policy and Planning. The DSIII 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. Duties include:

35% Ensures effective coordination and delivery of state SNAP-ED 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* SNAP-ED Program and Partnership Development Infrastructure, with particular emphasis on coordinating and facilitating the *Network* Steering Committee, and the Action Teams developed under the NSC umbrella.

30% Represents State SNAP-ED program with other state and federal agencies, including USDA, Health and Human Services Agency, the California Departments of Social Services, Public Health, Education, and the California Department of Food and Agriculture, while developing and implementing strategies to improve and strengthen program coordination and partnerships that enhance the delivery of SNAP-ED programs and interventions. This includes acting as School Garden and Farm to School Coordinator for the Network. 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% Provides management of state, regional and local SNAP-ED projects and contracts, including 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.

10% Performs staff support and coordination in planning, organizing, and preparing the strategic plan for SNAP-ED 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% 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.

5% Other duties as assigned.

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

Under the supervision of the PHI Project Director III, and general guidance from the Chief of the Policy, Planning and Evaluation Section, the Development Specialist III (DSIII) is responsible for providing technical expertise in partnership development, assessment and management support in especially sensitive areas of nutrition education and physical activity. The DSIII 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. DSIII has primary responsibility for the management, planning and coordination of partnership activities of Policy, Planning and Evaluation Section and the *Network for a Healthy California* (*Network*) and supervision of the personnel and programs of the Policy and Planning. The DSIII 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. Duties include:

35% Ensures effective coordination and delivery of state SNAP-ED 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* SNAP-ED Program and Partnership Development Infrastructure, with particular emphasis on coordinating and facilitating the *Network* Steering Committee, and the Action Teams developed under the NSC umbrella.

30% Represents State SNAP-ED program with other state and federal agencies, including USDA, Health and Human Services Agency, the California Departments of Social Services, Public Health, Education, and the California Department of Food and Agriculture, while developing and implementing strategies to improve and strengthen program coordination and partnerships that enhance the delivery of SNAP-ED programs and interventions. This includes acting as School Garden and Farm to School Coordinator for the Network. 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% Provides management of state, regional and local SNAP-ED projects and contracts, including 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.

10% Performs staff support and coordination in planning, organizing, and preparing the strategic plan for SNAP-ED 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% 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.

5% Other duties as assigned.

DUTY STATEMENT
Evaluation Specialist II – Research and Evaluation Unit (Vacant)
***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 – Community Development Unit A (Vacant)
***Network for a Healthy California* - Program Development Section**
Public Health Institute

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

40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.

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

10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.

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

5% Performs other duties as required.

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

Under the general supervision of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit*, 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. One of the overall goals of the *Network for a Healthy California (Network)* is to promote and increase physical activity to at least 30 minutes a day for adults and at least 60 minutes a day for children. The 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 – Community Development Unit B (L. Hall)
***Network for a Healthy California* - Program Development Section**
Public Health Institute

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

40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.

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

10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.

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

5% Performs other duties as required.

DUTY STATEMENT
Health Educator III – Community Development Unit A (K. Miller)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

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

40% Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' local share contributions and matching funds work scopes regarding local strategies for promoting nutrition education, physical activity and food security. Monitors and provides technical assistance to public entities such as low-resource school districts, Indian tribal organizations, local health departments. Monitoring activities include providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of state and federal standards. The position will be responsible for the review and approval of interim and final progress reports submitted to the *Network* by local contractors. Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the field of social marketing.

20% Assists with the completion of the *Network's* final progress reports submitted to USDA annually. In cooperation with the Community Interventions/Development team, other internal departmental units, and *Network* partners, assists with the development and finalizing of the annual state plan forwarded to USDA for approval.

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

10% Assists with the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Assists with the completion, analysis, and interpretation of evaluative data from local projects.

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

5% Performs other duties as required.

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

Under the supervision of the PHI Project Director III, and general guidance from the Health Program Specialist I (HPS I), of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Health Educator III (HEIII) will oversee written translations from English to Spanish and Spanish to English, of general, technical, or scientific informational materials on nutrition and physical activity education for food stamp eligible persons in California; and to do related work aimed at improving the health of low- income families through increased consumption of fruits and vegetables and increased physical activity. The HEIII will ensure the continued success of Spanish translated materials for community-based programs that implement social marketing campaigns to promote healthy eating, physical activity, and food security among food stamp recipients and other eligible, low-income populations. Other responsibilities will include preparing Spanish nutritional informational materials; overseeing the *Network's* outside translation firm; expanding Spanish-speaking consumer empowerment components of the *Fruit, Vegetable and Physical Activity Campaigns*; maintaining translation Glossary of common terms and phrases; coordinating workgroup meetings, trainings and presentations as needed; provide leadership and guidance on the cultural appropriateness and effectiveness in relation to Spanish nutrition education to the Latino Community in California; and do other related work while adhering to USDA guidelines.

40% Oversees the process of the written Spanish translations of general, technical, and scientific material developed by CPNS staff and translated by the Network's contracted translation firm; reviews, edits and approves material that is written in English and translated into Spanish language using agreed upon idiomatic expressions and *Network* Spanish glossary; oversees the work of the translation firms as well as other translators and provides nutrition expertise in the review, approval, and monitoring of *Network* Spanish materials for implementing and promoting nutrition education and physical activity to Spanish speaking populations in California.

30% Provides *Network* with Spanish language and cultural appropiate expertise used for communications, materials development and usage and translation (this includes public speaking and media interviews); as team member with multi-disciplined staff working in various programs. Provides leadership on translation related issues to *Network* management and partners to ensure successful accomplishment of *Network* objectives; assesses needs and advises others regarding Spanish informational materials that may be needed.

10% Abstracts and formats nutrition education materials to be understood and used by food stamp eligible, Spanish speaking persons; reviews materials for their comprehensibility; provides technical assistance to contractors, *Network* internal projects and subcontracts with Spanish language/cultural adaptation/appropiate activities and collaterals; reviews and help in the development of Spanish language materials for press release, media advisory, proclamations, web content, etc.

10% Assists with annual training conference for *Network* awardees and partners, along with ongoing technology transfer of information related to the Spanish field of nutrition education and social

marketing; participates with *Network* staff with the completion of the annual *Network* plan submitted to USDA.

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

5% Other duties as assigned

DUTY STATEMENT
Health Educator IV (*African American Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the Marketing Manager I, *African American Campaign*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Health Educator IV (HEIV) contributes to the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of African American families through increased consumption of fruits and vegetables and levels of physical activity. The HEIV provides technical expertise to community-based programs by guiding ongoing social marketing campaigns to promote healthy eating, physical activity and food security among African American Supplemental Nutrition Assistance Program participants 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 *African American Campaign*; and planning and coordinating meetings and trainings. Specifically, the HEIV performs the following duties:

30% Provides program oversight for *Regional Network* agencies and Faith Project contracts to ensure successful accomplishment of objectives, appropriate implementation of the scope of work activities, and adherence to state and federal guidelines. In collaboration with the *Children's Power Play! Campaign*, *Latino Campaign*, *Retail Program*, *Worksite Program*, *Regional Network*, Partnership, Research, and Communication) staff, the HEIV works to establish local contracts and provide on-going contract oversight. Duties include, but are not limited to: reviewing programmatic activities, contract reporting and oversight, and coordinating and implementing internal systems to promote streamlined communications and contract management.

20% Works to advance the research base on proven-effective model interventions focused on nutrition and physical activity to reduce the rates of chronic disease affecting the health of African Americans. Provides programmatic leadership, in coordination with the *Network*'s Research and Evaluation Unit, for various qualitative and quantitative nutrition/physical activity research projects (e.g. focus groups, literature reviews, pilot tests, etc.) that aid in the development and formal evaluation of the *Campaign*. Participates in the design, implementation, and analysis stages of *Campaign* research.

20% Strengthens existing *Campaign* components and develops new culturally-sensitive components, including educational and promotional materials. Provides expertise in public health and health education theory and practice. Participates in content development, including writing materials for consumers and intermediaries. Incorporates the distinct features of African American culture into the adaptation of services and health education materials to meet culturally-unique needs. Draws upon past experience to address and manage the challenges and opportunities encountered through cross-cultural relations and the dynamics that result from cultural differences. Demonstrates cultural competency through a knowledge of the nutrition and physical activity related

beliefs, cultural values, history, contemporary issues, current structures, practices, and important players in the African American population.

20% Builds capacity of the *Regional Networks* and Faith Projects to successfully implement social marketing and environmental change promotion strategies to continuously improve regional interventions and evaluation measures. Develops and implements training on working with African American audiences for *Network*-funded agencies (e.g. Local Incentive Awardees, Local Food and Nutrition Education agencies, *Regional Networks*), and partners to improve regional implementation and impact of nutrition and physical activity interventions for African Americans. Collaborates with appropriate *Network* staff in developing and implementing strategies to sustain the *Campaign* within the regions.

5% Pursues and participates in trainings and/or educational opportunities in order to keep the *African American Campaign* abreast of the most current interventions, trends, and/or practices adversely or positively affecting California's African American population. Promotes the *Campaign* through presentations at conferences and seminars.

5% Other duties as required.

DUTY STATEMENT
Health Educator IV – Fruit, Vegetable, & Physical Activity Campaigns (Vacant)
***Network for a Healthy California* - Policy, Planning and Evaluation Section**
Public Health Institute

Under the general supervision of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit*, *Network for a Healthy California* (*Network*), the Health Educator IV (HEIV) provides leadership for the successful integration of physical activity strategies, tactics, messages, and activities into the *Network.* The HEIV is responsible for the strategic, programmatic, and administrative planning and oversight for the Physical Activity Integration Program. The HEIV provides physical activity expertise to the *Network's* state-level staff in order to integrate accurate and audience-appropriate physical activity components into its social marketing campaigns, advertising, nutrition education materials, and activities within the parameters of USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed) guidance. The HEIV provides leadership for the physical activity-related Scope of Work activities of 11 *Regional Network for a Healthy California* contractors, including development and oversight of programmatic requirements, program-related technical assistance and training to contract staff, and evaluation of contract activities. The HEIV develops, maintains, and expands internal and external partnerships with public and private organizations and represents the *Network* on advisory and working groups. The HEIV maintains extensive knowledge of biomechanics and proper form for all physical activity demonstrations and safety tips when engaging in any form of physical activity, as well as a background on current physical activity recommendations, guidance, and strategic plans from federal, state, and professional groups. Specifically, the HEIV performs the following duties:

25% Responsible for strategic, programmatic, and administrative planning, implementation, oversight, and evaluation for the Physical Activity Integration Program. Develops annual plans and reports to funders, develops and monitors budgets, monitors and assumes responsibility for meeting objectives, and oversees the work of subcontractors and consultants. Supervises Physical Activity Integration Program staff.

30% Provides leadership for the physical activity-related Scope of Work activities of 11 *Regional Network for a Healthy California* contractors, including development and oversight of programmatic requirements, program-related technical assistance and training to contract staff, and evaluation of contract activities. Develops technical assistance tools and plans and implements trainings for *Regional Network* Physical Activity Specialists to ensure successful execution of their contract requirements and knowledge and skills related to integrating physical activity into nutrition education activities. Provides physical activity-related technical expertise to Physical Activity Specialists. Critically analyzes regional activities to identify areas of success and needed areas of improvement and develops and implements strategies to share successes and address needed improvements. Collaborates with other *Network* staff members who oversee *Regional Network* contracts, including targeted fruit, vegetable, and physical activity campaigns, regional operations staff, and contract managers.

20% Provides physical activity expertise to the *Network's* state-level staff in order to integrate accurate and audience-appropriate physical activity components into its social marketing campaigns, advertising, nutrition education materials, and activities within the parameters of SNAP-Ed guidance. Develops, tests, revises, disseminates, and evaluates a variety of nutrition-integrated physical activity educational materials and training materials for use at the state, regional, and local levels. Maintains extensive knowledge of biomechanics and proper form for all physical activity demonstrations and safety tips when engaging in any form of physical activity, as well as a background on current physical activity recommendations, guidance, and strategic plans from federal, state, and professional groups. Researches and applies public health and health education theory and practice and its application to the Physical Activity Integration Program. Obtains and maintains the Physical Activity Specialist in Public Health certification offered through the National Society for Physical Activity Practitioners in Public Health and American College of Sports Medicine.

20% Develops, maintains, and expands internal and external partnerships with public and private organizations that implement nutrition, physical activity integration, and obesity prevention education. Successfully maintains relationships with key stakeholders and stakeholder groups and represents the *Network* on advisory and working groups. Recruits organizations to endorse, adopt, and/or adapt the Physical Activity Integration program‘s interventions and assist in the expansion of the program into new channels. Represents the *Network's* Physical Activity Integration program at conferences and professional meetings.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator IV – Regional Operations and Training Unit (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general supervision of the PHI Project Director III, and general guidance from the Policy, Planning and Evaluation 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 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 strategies and to continuously improve regional interventions and evaluation strategies. Provides technical assistance to *Network* Lead Agencies as needed, assists *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 a variety of workgroups and action teams to achieve desired regional outcomes.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator IV (*Harvest of the Month)* – Fruit, Vegetable, & Physical Activity Campaigns (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**

Under the supervision of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit*, the Health Educator IV (HEIV) for *Harvest of the Month* is responsible for the development, planning, coordination, implementation, and evaluation of the *Network*'s *Harvest of the Month* program. *Harvest of the Month* is a statewide nutrition education program targeting children and families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed) and is designed to increase fruit and vegetable consumption and physical activity levels. The HEIV ensures that all program elements are scientifically accurate, based upon evidence-based public health approaches, and adhere to strong communications and social marketing principles. The HEIV oversees the development of program materials, intervention methods, distribution mechanisms, training and technical assistance to contractors and partners to ensure statewide programmatic consistency, and evaluation. The HEIV also identifies, develops, and maintains partnerships with public and private entities, including produce industry representatives such as commodity boards, produce growers and distributors, and food retailers. The HEIV works as a member of a multi-disciplinary, matrix-type team and collaborates across multiple Units and Sections to ensure successful delivery of nutrition and physical activity education. The HEIV participates as a member of the *Network*'s Nutrition and Standards Guidelines Team and provides nutrition expertise to other FVPA Unit staff and *Network* programs. The HEIV represents *Harvest of the Month* and the *Network* at conferences and professional meetings; recruits organizations to endorse, adopt, and/or adapt the *Harvest of the Month* program; and leads the expansion and continuous improvement of the *Harvest of the Month* components. The position requires handling complex tasks simultaneously, outstanding project management and organization abilities, excellent written and oral communication skills, and highly effective interpersonal communication skills. Specifically, the HEIV performs the following duties:

30% Responsible for strategic, programmatic, and administrative planning, implementation, oversight, and evaluation for the *Harvest of the Month* program. Develops annual plans and reports to funders, develops and monitors budgets, monitors and assumes responsibility for meeting objectives, and oversees the work of subcontractors and consultants. Collaborates with the Research and Evaluation Unit to ensure appropriate formative, process, and impact evaluation of *Harvest of the Month* is carried out and applied to future program direction.

25% Develops, tests, revises, disseminates, and evaluates a variety of nutrition and physical activity educational materials and training materials for use at the state, regional, and local levels. Maintains extensive knowledge of the nutritional benefits of fruits and vegetables, as well as a background on current dietary recommendations and nutrition guidance and strategic plans from federal, state, and professional groups. Researches and applies public health and health education theory and practice and its application to the *Harvest of the Month* program.

20% Develops, maintains, and expands internal and external partnerships with public and private organizations that implement nutrition, physical activity integration, and obesity

prevention education. Collaborates closely with other *Network* programs, particularly the Community Development Units, *Children's Power Play! Campaign*, and other groups conducting nutrition-education for children. Successfully maintains relationships with key stakeholders and stakeholder groups and represents the *Network* on advisory and working groups. Recruits organizations to endorse, adopt, and/or adapt the *Harvest of the Month* program‘s interventions and assist in the expansion of the program into new channels. Participates as a member of the Children and Youth Coordinating CoHEIVttee. Represents the *Network* at conferences and professional meetings.

10% Develops and disseminates technical assistance tools and plans and implements trainings for *Network* contractors and partners. Ensures the maintenance of the *Harvest of the Month* web pages to provide access to the *Harvest of the Month* materials to a wide variety of organizations.

10% Participates as a member of the *Network*'s Nutrition Standards and Guidelines Team. Provides nutrition-related technical expertise to other members of the FVPA Unit and to other *Network* programs. Conducts nutrition analysis of foods and recipes.

5% Performs other duties as required.

DUTY STATEMENT
Health Educator IV – Regional Operations and Training Unit (Vacant)
***Network for a Healthy California* (GIS Unit) -Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Analyst VI (UCSF Contractor), the Health Educator IV is responsible for:

- Serving as a liaison between the Geographical Information System (GIS) Unit and the *Network for a Healthy California* (*Network*) to develop strategies to serve the GIS needs of the *Network* and *Network* partners.
- Providing nutrition, food security, and food assistance program expertise to the GIS Unit for the development, implementation, and improvement of the indicators of nutrition, food environment and chronic disease determinants for the *Network* GIS Viewer and other GIS applications.
- Providing support to *Network* staff to understand GIS capacity and use it to its full potential to understand the community dynamics affecting nutrition and obesity in California.
- Collaborating with external stakeholders, partners and state agencies to find new methods of sharing data and acquiring new data to strengthen the *Network's* GIS capacity.
- Working closely with *Network* staff to propose and implement changes to the functionality and design layout of the GIS Viewer and other GIS applications.
- Identifying novel methods of linking and presenting data using GIS to serve *Network* needs.

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% Serves as a liaison between the GIS Unit and the *Network* staff. Provides broad nutrition and food security expertise to the GIS Unit to inform the design of GIS applications for the *Network*. Meet with members of the GIS Unit regarding future planning for GIS applications. Discuss and assist with the development of new indicators of nutrition and food security. Provides support to *Network* staff in the area of GIS technology including planning training sessions, webinars and being available to communicate by email, phone, or in-person. Meet with *Network* staff to gather feedback on existing GIS applications, such as the GIS viewer, to identify strategies to better serve their needs.

30% Identify and develop novel approaches to linking and presenting nutrition and food secirutiy data using GIS to better serve the *Network* and its partners. Examine other GIS applications, such as the United States Department of Agriculture Economic Research Service's Food Environment Atlas, for approaches to apply to California. Review current research and methodologies to explain connections and associations between overweight, food security, and the food environment. Identify useful datasets from collaborative partners. Assist the *Network* staff to write proposals and conduct research using GIS analysis.

25% Collaborate with external stakeholders and partners to find new methods of sharing data and acquiring new data. Identify external stakeholders and partners in need of data from

the *Network* and develop strategies to provide data to them. Identify external stakeholders and partners that possess data of use to the *Network*. Develop and foster relationships with external stakeholders to acquire high-quality, regular data to increase the capacity of the *Network's* GIS. Research available datasets and coordinate the acquisition or purchasing of said datasets.

10% Attends meetings, workgroups, and conferences relevant to the presentation of nutrition and public health data using GIS.

5% Performs other duties, as requested.

DUTY STATEMENT
Information Specialist II (Desktop Publisher) – Communications Program (I. Rylett)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the general supervision of the PHI Project Director III, and general guidance from the Health Program Specialist I (HPS I), of the California Department of Public Health (CDPH), *Network for a Healthy California (Network))*, the Information Specialist II /Desktop Publisher is responsible for desktop publishing. Specifically, the incumbent performs the following duties:

65% Produces, maintains, and updates a wide variety of publications and graphics using electronic text editing and desktop publishing resources; including technical reports, newsletters, brochures, slides, directories, charts, and cookbooks. Prepares publication files and graphics to be sent to printers and other designers.

20% Maintains photography and design files. Updates the *Network* catalog of photography, including creating thumbnails, updating the online photo catalog, and organizing CDs with photography. Maintains and organizes design files created within the *Network* and by outside designers.

10% Provides technical assistance with graphics, file formats, CD/DVD creation, Web site coding and maintenance, and other issues that come up relating to design.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Manager I (*African American Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns (A. Jones)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit, Network for a Healthy California (Network)*, the Marketing Manager I (MMI) oversees the design, implementation, and evaluation of the statewide *Network for a Healthy California--African American Campaign (Campaign)* aimed at increasing fruit and vegetable consumption and physical activity levels among African American families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MMI assumes primary responsibility for management and leadership of the *Campaign* including strategic planning, community interventions, partnership development, materials and resource development, and evaluation. Specifically, the MMI performs the following duties:

25% Manages the strategic development, planning, budgets, and day-to-day operations of the *African American Campaign*. Collaborates with the targeted *Campaigns*/*Programs* and other *Network for a Healthy California* projects to strengthen *African American Campaign* efforts statewide. Provides staff supervision for two *African American Campaign* staff.

25% Manages and provides oversight for *African American Campaign* scope of work activities for multiple *Regional Networks* and Faith Projects. Conducts site visits, completes reports, and provides technical support /training to the *African American Campaign Regional Network* and Faith Project staff.

15% Develops and maintains partnerships with public and private organizations. Provides culturally competent assessments and input on strategies and materials that are developed by other units within the *Network*. Leads the *Network* African American Advisory Council.

15% Oversees and participates in the development, testing, and production of materials targeted to SNAP-Ed-eligible African American families and appropriate partners and stakeholders.

10% Coordinates research and evaluation of interventions in existing and new channels for the *Campaign*. Collaborates with the *Network* Research and Evaluation Unit to develop and implement process evaluation methods, small-scale impact evaluation activities, formative research for new approaches and channels, and large-scale impact evaluation of the *Campaign*.

5% Writes annual plans, reports, requests for proposals, invitations to bid, and other professional documents. Attends conferences and professional meetings that serve the interests of low-income African American families.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Manager I (*Children's Power Play! Campaign*) – Fruit, Vegetable, & Physical Activity Campaigns (B. Sun)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit, Network for a Healthy California (Network)*, the Marketing Manager I (MMI) manages the design, implementation, and evaluation of a statewide campaign aimed at improving the health of low-income children through increased consumption of fruits and vegetables and improved levels of physical activity. The MMI oversees all aspects of the *Children's Power Play! Campaign (Campaign)*, which currently targets 9- to 11-year-old children from families eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). Responsibilities include oversight of all *Campaign*-related activities of the regional contractors, strategy development and planning, development and updating of *Campaign* educational and promotional materials, participation in the planning and implementation of media and public relations activities, development and implementation of evaluation strategies, management of the *Campaign*'s budget, preparation of reports to funders, and development and maintenance of partnerships with public and private organizations. The Marketing Manager I supervises the *Children's Power Play! Campaign* staff. Specifically, the Marketing Manager I performs the following duties:

30% Provides leadership related to the regional contractors to ensure successful accomplishment of *Children's Power Play! Campaign* objectives and completion of related scope of work activities. Collaborates with other *Campaign* staff to identify regional *Campaigns'* strengths and weaknesses, identify areas requiring technical assistance and training, and determine future modifications to scope of work activities. Also collaborates with other *Network* staff (i.e., other targeted campaigns and programs, Training and Regional Operations Unit, and Special Projects and Regional Infrastructure Unit) providing oversight to *Regional Network* contractors. When required, contributes to the development of the Request for Applications for regional contractors, evaluation of applications, and contract negotiations.

15% Develops and implements *Campaign* strategy and prepares annual plans and budgets. Provides day-to-day management of *Campaign* activities and supervises staff. Prepares and/or co-authors a wide variety of written and oral communications, including progress reports to funders, administrative and research reports, professional presentations, and articles for publication.

15% Oversees planning and implementation of state-level *Campaign* activities, including working with the Communications Unit to coordinate the development and placement of advertisements and public service announcements, as funds allow, and to plan and conduct public relations activities targeting children. Ensures continued improvements to the efficiency and effectiveness of existing *Campaign* components and manages the development, implementation, and evaluation of select new children's initiatives and approaches.

15% Manages the development and updating of *Campaign* materials, including graphic elements, *Idea & Resource Kits*, the *Kids…Get Cookin'!* cookbook, brochures, posters, collateral materials, and new materials, as needed. Assesses materials needs to eliminate duplication of effort and ensures that materials reflect up-to-date recommendations.

10% Manages the development and implementation of *Campaign* evaluation activities, including formative research for new *Campaign* interventions, process evaluation activities at the state and regional levels, small-scale impact evaluation activities for new *Campaign* components, and special research projects to advance *Campaign* objectives.

10% Develops and maintains internal and external partnerships within the *Network* and the California Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income children and their families. Facilitates the *Network*'s Children and Youth Coordinating Committee to enhance internal coordination and collaboration.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Manager I (*Latino Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns
(I. Romero)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

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

30% Leads the strategic development, statewide and regional implementation, maintenance, and budget of the annual state plan for the *Latino Campaign*, adhering to administrative practices and requirements of the Public Health Institute and CDPH. Participates in the development, testing, and production of English- and Spanish-language materials targeted to Latino adults, their families, and stakeholders. Participates in the planning and implementation of English- and Spanish-language media and public relations activities targeting Latinos; assists with the final review of English-to-Spanish translated resource materials.

25% Manages and provides oversight for *Latino Campaign* scopes of work for nine *Regional Networks.* Manages the development and implementation of process and impact evaluations. Develops and maintains systems for tracking statewide and regional *Latino Campaign* interventions and activities. Supervises other staff in the *Latino Campaign*.

20% Establishes and maintains strong, substantive partnerships with public, nonprofit, and private organizations serving Latinos to extend the work of the *Network*, both financially and programmatically, and to promote environmental changes that make it easier for low-income Latino families to choose fruits, vegetables, and physical activity. Serves as principal liaison between the *Network* and key Latino leadership organizations; facilitates communication among Latino organizations across the *Network*; establishes and coordinates binational communications within CDPH, PHI and CDSS, as appropriate. With other *Network* staff, acts as a *Network* representative on key SNAP projects with the U.S. Department of Agriculture.

10% Coordinates efforts within all units of the *Network for a Healthy California* to strengthen the *Latino Campaign's* efforts statewide. Manages selected Unit and cross-Unit projects, such as the development of informational, educational and organizational materials describing the *Network*'s work with Latino audiences, the development and testing of Latino-specific branding and messaging strategies, coordination with external nutrition education programs serving the Latino population, and development and monitoring of the Unit's partnership plan with Latino leadership organizations and media. Provides Latino cultural expertise among Units in the *Network.*

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 II—Communications Program (K. Garcia)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under supervision of the PHI Project Director III, and general guidance from the Health Program Specialist II, the PHI Marketing Manager II (MMII) manages the PHI staffing for materials management, public relations, advertising, and partner communication activities of 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. Consistent with *Network* goals and objectives, the MMII oversees PHI 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 select media activities. The MMII also participates as a member of the staff evaluation team and market development team in the coordination, design, and interpretation of consumer market research and intervention objectives; 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 (*African American Campaig*n) – Fruit, Vegetable, & Physical Activity Campaigns (A. Dennis)
***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 (*Children's Power Play! Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns (L. Mari)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Marketing Manager I, *Children's Power Play! Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) 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 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 MSIII provides oversight and technical assistance to regional contractors in the implementation of the *Power Play! Campaign* scope of work activities; assists in strengthening the *Campaign*; participates in the development and revision of a variety of program materials; develops and maintains internal and external partnerships; prepares a variety of documents, including reports and requests for proposals; and represents the *Campaign* at conferences and professional meetings. Specifically, the MSIII performs the following duties:

30% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms.

20% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

15% Identifies, recommends, and develops new strategies, approaches, and tactics to enhance the work of the *Campaign*. Provides leadership in the development, pilot testing, and implementation of child empowerment approaches, including photo voice. Participates in strengthening the *Campaign*'s parent components.

15% Participates in materials development and updating, including content revisions and coordination of translation for a variety of program materials for adult intermediaries, parents, and children. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

15% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income children and their families. Represents the *Campaign* to the public, including responding to program inquiries and planning and conducting presentations and exhibits.

5% Other duties as required.

DUTY STATEMENT
Marketing Specialist III (*Latino Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns (Y. Saca)
***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 Campaigns 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 (*Children's Power Play! Campaign)* – Fruit, Vegetable & Physical Activity Campaigns (J. Vang)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Marketing Manager I, *Children's Power Play! Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIII works as a member of the *Network for a Healthy California—Children's Power Play! Campaign* team to continue the successful operation and growth of the *Campaign*, which currently targets 9- to 11-year-old children from low-income (SNAP-Ed-eligible) families. The MSIII provides oversight and technical assistance to regional contractors in the implementation of the *Power Play! Campaign* scope of work activities. The MSIII participates in the development and inventory management of a variety of program materials; provides leadership for *Campaign* public relations and promotional activities; and develops and maintains internal and external partnerships. Specifically, the MSIII performs the following duties:

30% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance and training to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms.

20% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

20% Participates in materials development and updating, including coordination of content revisions, translation, and layout for a variety of program materials for adult intermediaries, parents, and children. Manages materials inventory. Works with *Network* staff overseeing state-level materials production, inventory, and distribution. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

15% Provides leadership for the *Campaign*'s public relations and promotional activities. Coordinates with other staff to develop promotional calendar, turnkey resources, and trainings for *Regional Networks* to conduct successful *Power Play! Campaign* promotions. Communicates with the Communications Unit regarding all public relations and promotional activities for the *Campaign*.

5% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and

private organizations. Participates in internal workgroups to enhance and improve the work of the *Network*, including Harvest of the Month and Asian Infusion Project workgroups. Represents the *Campaign* to the public, including responding to program inquiries and planning and conducting presentations and exhibits.

5% Performs other duties as required.

DUTY STATEMENT
Marketing Specialist III (*Latino Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns (C. Downey)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Marketing Manager I, *Latino Campaign*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) participates in the design, implementation and evaluation of the *Network for a Healthy California—Latino Campaign* (*Latino Campaign*). The *Latino Campaign* is a statewide campaign aimed at improving the health of Latino adults who are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed) by increasing their consumption of fruits and vegetables and levels of physical activity. The MSIII helps oversee the implementation of the *Latino Campaign* by providing training and technical assistance to assigned regional contractors; participating in the development and testing of new intervention strategies and materials; working with public and private partners to ensure the *Latino Campaign's* nutrition education messages reach SNAP-Ed eligible Latino families; contributing to a variety of professional documents; and representing the *Latino Campaign* at professional conferences and meetings. Specifically, the MSIII performs the following duties:

30% Provides technical assistance and training to assigned *Regional Networks for a Healthy California* to ensure successful implementation of *Latino Campaign* interventions and adherence to USDA guidelines through site visits, telephone, e-mail, and other communication mechanisms.

20% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

20% Assists with the development and pilot testing of new intervention strategies that target SNAP-Ed eligible Latino adults. Assists in the development of collateral materials, education-based promotional items, and skill-building activities for use in the *Latino Campaign* intervention channels, which include festivals, farmers'/flea markets, supermarkets and neighborhood grocery stores, faith-based organizations, and targeted community-based organizations. Works with *Network* staff overseeing state-level materials production, inventory, and distribution.

10% Develops and maintains partnerships with public and private organizations that serve SNAP-Ed eligible Latinos. Recruits target organizations to endorse, adopt, and/or adapt the *Latino Campaign's* interventions.

10% Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents. Updates the content for the *Latino Campaign* portion of the web site. Manages a database of target interventions and channels. Contributes articles to professional and consumer publications. Assists with resource development activities, as needed.

5% Represents the *Campaign* by presenting at and participating in conferences and professional meetings that serve the interests of SNAP-Ed eligible Latino families.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist III (*Children's Power Play! Campaign)* – Fruit, Vegetable, & Physical Activity Campaigns (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the Marketing Manager I, *Children's Power Play! Campaign (Campaign)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (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 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 who are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MSIII provides programmatic oversight, training, and technical assistance to regional contractors in the implementation of the *Children's Power Play! Campaign* scope of work activities; assists in strengthening the *Campaign*; participates in the development and revision of a variety of program materials; develops and maintains internal and external partnerships; prepares a variety of documents, including reports and requests for proposals; and represents the *Campaign* at conferences and professional meetings. Specifically, the MSIII performs the following duties:

30% Manages the *Children's Power Play! Campaign* components of selected regional contractors. Provides technical assistance to regional staff to ensure successful implementation of the Scope of Work through site visits, telephone, e-mail, and other communication mechanisms. Advises regional contractors regarding recommended strategies and methods for recruitment and training of teachers, youth organization staff, child nutrition staff, business partners, and other community partners; implementation of community-level marketing and public relations activities; youth empowerment project execution; and data collection and reporting.

20% Contributes to the successful planning and execution of *Campaign* evaluation activities, including formative, process, and impact evaluation. Works with the *Campaign* manager and Research and Evaluation Unit staff to determine evaluation needs and appropriate methods and to conduct and report results of evaluation activities. Co-authors articles for submission to journals and other professional publications.

20% Participates in materials development and updating, including content revisions and coordination of translation for a variety of educational and promotional materials for adult intermediaries, parents, and children. Ensures that consumer materials are developmentally-, culturally-, and linguistically-appropriate for California's SNAP-Ed eligible 9- to -11-year-old children and that intermediary and partner materials are appropriate for and appealing to the intended audience. Coordinates with the *Network*'s publications team on the design and production of *Campaign* materials. Contributes to the preparation of reports, requests for proposal, invitations to bids, and other professional documents.

DUTY STATEMENT
Marketing Specialist III (*Worksite Program)* – Fruit, Vegetable, & Physical Activity Campaigns (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Program Administrator II (PAII) *Worksite Program (Program)*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist III (MSIII) will participate in the 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.

15% Participates in the planning and execution of regional coordinator meetings and training sessions. Develops technical assistance tools for regional use. Collaborates with other *Network* staff providing oversight within designated regions. As necessary, participates in review of *Regional Network* funding applications and contract negotiations.

10% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the Department of Public Health and with other public and private organizations. Manages special partner projects focused on enhancing activities targeted to low-income children and their families. Represents the *Campaign* to the public, including responding to program inquiries and planning and conducting presentations and exhibits.

5% Other duties as required.

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

Under the general supervision of the PHI Project Director III, and general guidance from the Health Program Specialist I (HPS I), of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the 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 IV (*Retail Program)* – Fruit, Vegetable, & Physical Activity Campaigns (R. Oliva)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the Program Administrator II, *Retail Program*, within the Fruit, Vegetable and Physical Activity Campaigns, under the *Network for a Healthy California (Network)*, the Marketing Specialist IV (MSIV) contributes to the development, implementation, and evaluation of a statewide social marketing campaign aimed at improving the health of low-income adults and children through increased consumption of fruits and vegetables and improved levels of physical activity. The MSIV works as a member of the *Network for a Healthy California—Retail Program (Retail Program)* to continue the successful operation and growth of the *Retail Program*, which targets supermarket, small chain, and independent store retailers and low-income women and their families. The MSIV conceptualizes, develops, updates, and evaluates a variety of program materials targeted to the retail industry, produce industry, and consumers eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). The MSIV provides technical assistance to retailers and regional contractors; prepares a variety of documents, including reports, requests for proposals, and website updates; represents the *Retail Program* at conferences and professional meetings; works with public and private partners in coordinating special projects; recruits organizations to endorse, adopt, and/or adapt the *Retail Program* interventions; and assists in the expansion of the *Retail Program*. Specifically, the MSIV performs the following duties:

20% Provide oversight and technical assistance to regional contractors to ensure successful accomplishment of *Retail Program* objectives and completion of related scope of work activities. Provide technical expertise to regional staff regarding the development and maintenance of partnerships with the retail and produce industry, including supermarkets, small chain grocery stores, and independent corner stores. Review and analyze incoming reports and provide technical assistance through site visits, telephone, e-mail, and other communication mechanisms. Monitor progress of regions, critically evaluate the overall regional implementation of the *Retail Program* and strategize to address areas of improvement.

20% Provide leadership in the planning and execution of meetings and training sessions, as well as regular monthly communication systems, for regional *Retail Program* staff. Develop annual training plans, create training agendas, coordinate with outside speakers, plan and execute training sessions, and evaluate progress toward meeting training objectives.

15% Contribute to the development and evaluation of a wide variety of *Retail Program* materials targeting retail and produce industry members and consumers eligible for SNAP-Ed. Identify needs, conceptualize new materials, develop content, obtain approvals, and collaborate with the Communications Unit to complete design and

production. Work with the Research and Evaluation Unit to conduct formative, process, and impact evaluation activities.

15% Oversee the media and public relations components of the *Retail Program*, including the annual statewide promotion entitled *Fruit & Veggie Fest*. Work with the media and public relations contractors and the Communications Unit to conceptualize, plan, coordinate, conduct, and evaluate all public relations activities, advertisements targeting the retail and produce industry, and production of in-store media. Develop and maintain partnerships with electronic and print media outlets serving the retail channel in California.

15% Develop and maintain partnerships with public and private entities to advance the objectives of the *Retail Program* and the *Network*. Represent the *Network* on workgroups and committees, as needed, including the Channel Marketing Committee of the Produce for Better Health Foundation. Recruit organizations to endorse, adopt, and/or adapt the *Retail Program* interventions.

10% Write and present a wide variety of written and oral communications, including administrative and research reports, web site updates, grants, professional presentations, requests for proposals, invitations to bid, contracts, and articles for publication. Help to prepare progress reports and annual state plans, as appropriate.

5% Other duties, as required.

DUTY STATEMENT
Marketing Specialist IV – Communications Program (S. Pennel)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under supervision of the PHI Project Director III, and general guidance from the Health Program Specialist II,, the Marketing Specialist IV (MSIV) participates in facilitating the public relations and media efforts for the *Network for a Health California and Fruit, Vegetable, and Physical Activity Campaigns,* which promote healthy eating and physical activity among SNAP-Ed eligible families. As part of the *Network's* Communications Team, the MSIV is responsible fore reviewing and editing state and local press releases, media materials, and talking points; working with the public relations contractor and key campaign and program staff to plan and implement state and local media events, including: Public Health Week, Fruit and Veggie Fest, Juneteenth, and Latino Health Awareness. The MSIV assists in coordinating planning meetings, provided input on media training materials, message points, and logistics for webinar trainings and media spokespeople trainings. The MSIV, in coordination with the Health Program Specialist II and Health Program Specialist I, communicates with eh California Department of Public Health's Office of Public Affairs staff with media inquiries related to the *Network* program activities. The MSIV is responsible for day to day management of providing technical assistance to the *Network's* Local Incentive Awardees and *Network Regions'* campaign and program staff on public relations and media-related materials and activities. Specifically, the MSIV performs the following duties.

35% Facilitates meetings with key staff to provide guidance on planning and executing regional public relations events and promotions, including Public Health Week, Fruit and Veggie Fest, Juneeenth, and Latino Health Awareness Month. Coordinates with key staff and the public relations contractor to provide feedback and approval of media materials and training materials related to the regional public relations activities.

30% Oversees and coordinates ongoing communications with staff, *Network Regions*, and public relations contractor to coordinate the distribution of media materials to the locally-funded projects, including media training announcements, template media materials (press release calendar release, and taking points). Assists in preparing *Network Regions* for participation in interviews with local media outlets.

10% Manages the public relations materials and templates and coordinates with the Information Specialist II to ensure documents are updated and available to the *Network Regions* and locally funded projects on the Communications Resource Library.

15% Assists the Health Program Specialist I with monitoring the public relations contractors' deliverables and scope of work. In addition, assists with planning and providing input for the Advertising and Public Relations for Application process.

5% Maintains current knowledge and information about public relations and media strategies; contributes this knowledge and information to strategic and operational plans, presentations, and reports.

5% Performs other duties, as required.

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

Under the general supervision of the PHI Project Director III, and general guidance from the Health Program Specialist I (HPS I), of the California Department of Public Health (CDPH), *Network for a Healthy California (Network)*, the Marketing Specialist IV (MSIV) participates in facilitating the public relations and media efforts for the *Network for a Healthy California* and *Fruit, Vegetable,* and *Physical Activity Campaigns*, which promote healthy eating and physical activity among SNAP-Ed eligible families. As part of the *Network's* Communications Team, the MSIV is responsible for reviewing and editing state and local press releases, media materials, and talking points; working with the public relations contractor and key campaign and program staff to plan and implement state and local media events, including: Public Health Week, Fruit and Veggie Fest, Juneteenth, and Latino Health Awareness. The MSIV assists in coordinating planning meetings, providing input on media training materials, message points, and logistics for webinar trainings and media spokespeople trainings. The MSIV, in coordination with the Health Program Specialist II and Health Program Specialist I, communicates with the California Department of Public Health's Office of Public Affairs staff with media inquiries related to the *Network* program activities. The MSIV is responsible for day to day management of providing technical assistance to the *Network's* Local Incentive Awardees and *Network Regions*' campaign and program staff on public relations and media-related materials and activities. Specifically, the MSIV performs the following duties:

35% Facilitates meetings with key staff to provide guidance on planning and executing regional public relations events and promotions, including Public Health Week, Fruit and Veggie Fest, Juneteenth, and Latino Health Awareness Month. Coordinates with key staff and the public relations contractor to provide feedback and approval of media materials and training materials related to the regional public relations activities.

30% Oversees and coordinates ongoing communication with staff, *Network Regions*, and public relations contractor to coordinate the distribution of media materials to the locally-funded projects, including media training announcements, template media materials (press release, calendar release, and talking points). Assists in preparing *Network Regions* for participation in interviews with local media outlets.

10% Manages the public relations materials and templates and coordinates with the Information Specialist II to ensure documents are updated and available to the *Network Regions* and locally funded projects on the Communications Resource Library.

15% Assists the Health Program Specialist I with monitoring the public relations contractors' deliverables and scope of work. In addition, assists with planning and providing input for the Advertising and Public Relations Request for Application process.

5% Maintains current knowledge and information about public relations and media strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.

5% Performs other duties, as required.

DUTY STATEMENT
Marketing Specialist IV (Publications) – Communications Program (S. Sciandri)
***Network for a Healthy California* – Program Development Section**
Public Health Institute

Under the supervision of the Marketing Manager II, Publications, and general direction of the Health Program Specialist II, manager of the Communications Program (Communications Team) the Marketing Specialist IV (MSIV) participates in facilitating the production of publications and promotional materials (nutrition education reinforcement items) for the *Network for a Healthy California* and *Fruit, Vegetable, and Physical Activity Campaigns*, which promote healthy eating and physical activity among SNAP-Ed eligible families. As part of the *Network's* Communications Team, the MSIV is responsible for project intake, coordinating design and production, securing appropriate approvals, developing print specifications, obtaining competitive estimates from vendors, ensuring delivery of quality materials, and acts as the lead for Publications in the absence of the Marketing Manager II. The MSIV assists with the *Network* warehouse, inventory, distribution and customer fulfillment program, providing reports and initiating reorders as necessary. The MSIV is responsible for day to day management functions of the *Network's* Communications Resource Library, an online resource for *Network*-funded partners to obtain resources and materials related to the *Network's* brand. Specifically, the MSIV performs the following duties:

35% Facilitates meetings with key staff to provide guidance and decide on the print and promotional materials, which are necessary for local nutrition education and physical activity promotions. Assists with the production of publications and promotional materials, assuring adherence to *Network* graphic standards and branding strategies.

30% Develops accurate printing specifications, solicits quotations from appropriate vendors, and provides detailed purchasing information to Administration Team. Oversees the work of design, print and promotions vendors, negotiating resolution of issues as necessary. Assures timely delivery of print and promotional materials to the warehouse, ensuring the inventory system is accurately updated.

10% Manages the Communications Resource Library by providing direction to the Information Specialist II related to file and Web site updates, provides local funded projects with requested image files, monitors analytics reports for Web site visits and usage trends, and provides technical assistance to local projects on brand related design projects.

15% Assists the MMII—Publications with warehouse, inventory and customer fulfillment programs, ensuring adequate supplies of materials for local efforts and that those materials are distributed in a timely manner. Generates inventory reports on print and promotional materials and circulates to key staff, assures adequate material volume, requests material reorders, and identifies the need for upgrades to inventory system. Contributes to warehouse and customer fulfillment contracting activities, including scopes of work, contractor selection, budgets, schedules, reporting and performance assessments.

5% Maintains current knowledge and information about print and design industry processes and standards and strategies; contributes this knowledge and information to strategic and operational plans, presentations and reports.

5% Performs other duties, as required.

DUTY STATEMENT
Office Administrator – Administrative and Fiscal Services Unit (Vacant)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the general supervision of the Program Director III and general guidance of the Staff Services Manager I, 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
Outreach Education Specialist II – Fruit, Vegetable, & Physical Activity Campaigns
(K. Mihos)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit*, the Outreach Education Specialist II (OESII) participates in the planning, design, implementation, and evaluation of statewide social marketing campaigns and programs aimed at improving the health of low-income families, including the *Children's Power Play! Campaign*, *Latino Campaign*, *African American Campaign*, *Retail Program*, *Worksite Program*, *Harvest of the Month*, and Physical Activity Integration Program. The OESII develops and implements systems, tools, and methods for improving Unit performance; writes, reviews, and edits a variety of professional documents and publications for consumers, intermediaries, and partners; prepares articles for submission to journals and other professional publications; provides programmatic oversight of research and evaluation activities of the Unit in concert with Research and Evaluation Unit staff; participates in the planning, implementation, and evaluation of contractor and staff training and development activities; and conducts literature reviews and secondary research on a variety of public health and social marketing topics and analyzes their application to the Unit. Specifically, the OESII performs the following duties:

20% Writes, reviews, and edits a variety of professional documents and publications, including materials for professionals, community intermediaries, and consumers. Works with other *Network* staff to ensure scientific accuracy and audience-appropriate content and design of publications. Prepares articles for submission to journals and other professional publications in collaboration with other key *Network* staff. Leads the Unit's Web team and acts as the primary liaison with Information Technology staff regarding website updates and improvements. Convenes regular meetings to discuss website issues and ensures that Unit staff provide updates to the IT staff on a regular basis. Follows up with IT staff to ensure that requested updates are made.

20% Provides programmatic oversight and/or co-leadership of research and evaluation activities of the Unit in concert with Research and Evaluation Unit staff. May include formative research projects, such as literature reviews, focus groups, key informant interviews, and pilot tests; process evaluation, including tracking of data by regional contractors; and impact evaluation, including both small- and large-scale evaluation projects. Conducts data analysis using Microsoft Excel or similar software to assist with assessing progress and trends of regional campaign and program implementation.

20% Develops and implements systems, tools, and methods for improving Unit performance, including project management tools to ensure that the Unit's deliverables are completed on schedule. Develops tasks and timelines for completion of long-term projects, monitors progress, and communicates with managers regarding status and required actions. Works with the Unit manager to monitor progress toward achieving annual plan and contract deliverables and tracks Unit budget expenditures.

15% Participates in the planning, implementation, and evaluation of contractor and staff training and development activities. Assists individual campaigns and programs with development of training agendas and methods for in-person, teleconference, and webinar training of regional contractors. Works with Unit manager and other key staff to plan and conduct staff development activities to advance the skills of the Unit's diverse professional staff.

10% Participates in soliciting and evaluating bids and overseeing work of a variety of subcontractors and consultants. Prepares and disseminates Requests for Proposals (RFP), Requests for Applications (RFA), Invitations to Bid (ITB), and other contractual documents, as needed. Coordinates the assembly of expert panels to review responses to RFPs, RFAs, and ITBs. Acts as main contact and project manager for subcontractor and consultant projects.

10% Conducts literature reviews and secondary research on a variety of public health and social marketing topics and analyzes their application to the Unit. Develops a briefing system to keep the Fruit, Vegetable, and Physical Activity Campaigns Unit updated on the latest technologies and practices.

5% Performs other duties as required.

DUTY STATEMENT
Program Administrator I – Administrative and Fiscal Services Unit (J. Chadda)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the 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 Program Administrator II (PA II), the Program Administrator I (PA I) provides support for primarily the Policy Planning and Evaluation Section on contracting processes, 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 PA I works closely with the PA II to develop, negotiate, implement, and monitor sub award processes for the *Network* programs, working with public and private contractors (e.g., local health departments, city governments, universities, colleges, school districts, park and recreation agencies, faith-based organizations, food security task forces, and healthy cities).

15% Assists the PA II and accounting team with reviews of contractor scopes of work and invoices for accuracy and analysis of contract budgets, mathematical computations, and cost appropriateness for assigned subcontractors.

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 II with regard to budgeting, personnel recruitment, 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 II (Retail *Program)* – Fruit, Vegetable, & Physical Activity Campaigns (Vacant)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general supervision of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit* within the *Network for a Healthy California (Network)*, 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)* – Fruit, Vegetable, & Physical Activity Campaigns (J. Cheung)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the general supervision of the Program Administrator III, *Fruit, Vegetable, and Physical Activity Campaigns Unit* within the *Network for a Healthy California (Network)*, 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 Health Promotion 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 – Administrative and Fiscal Services Unit (L. O'Neill)
***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 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 – Fruit, Vegetable, & Physical Activity Campaigns (T. Garbolino)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general direction from the Chief, Policy, Planning, and Evaluation Section, the Program Administrator III functions as a member of the *Network for a Healthy California* social marketing team, specializing in the planning, development, implementation, and evaluation of community interventions that target children, Latino adults, African American adults, and families that are eligible for Supplemental Nutrition Assistance Program Education (SNAP-Ed). Manages a multi-disciplinary staff and multi-million dollar budget. Directs program planning, development, implementation, evaluation, and fiscal management of the Fruit, Vegetable, and Physical Activity (FVPA) Campaigns Unit, including the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Harvest of the Month,* and Physical Activity Integration. Develops, tests, and finalizes a wide variety of age- and culturally-appropriate intervention resources. Serves as a representative of the *Network for a Healthy California* campaigns and programs to partners, professional organizations, and other intermediaries. Prepares a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, and journal articles for publication. Specifically, the Program Administrator III performs the following duties:

20% Directs overall strategic planning, operations, and development of interventions for the *Children's Power Play! Campaign, Latino Campaign, African American Campaign, Retail Program, Worksite Program, Harvest of the Month,* and Physical Activity Integration. Directs the development of strategic plans to reach low-income children, Latino adults, African American adults, and families through multiple social marketing channels, which include, but are not limited to: schools, community youth organizations, direct health service provider organizations, foodservice operations, supermarkets and neighborhood grocery stores, faith-based organizations, worksites, and the media.

20% Provides leadership for the campaign and program regional implementation through the *Regional Networks for a Healthy California* and the *African American Campaign* Faith Projects, including development of campaign and program components of the Request for Applications; provision of training and technical assistance to ensure campaign and program integrity; creation of tools, resources, and systems for regions and for regional oversight; critical analysis of regional implementation; and strategizing for improvements to the regional campaign and program implementation.

15% Provides administrative and fiscal oversight for the FVPA Campaigns Unit. Works collaboratively with the Administration Operations Section on fiscal management; adherence to contractual requirements; processing of required subcontracts, consultant agreements, and purchase orders; and maintenance of records. Prepares sections of progress reports and annual state plans for the *Network for a Healthy California*. Supervises campaign and program managers and an Outreach/Education Specialist and fosters continued professional development of all Unit staff.

15% Directs the development and testing of age-, culturally-, and linguistically-appropriate educational, promotional, and marketing materials intended to improve fruit and vegetable consumption and physical activity levels among the target audience and increase involvement

in the campaigns and programs among intermediaries and partners. Oversees the Asian Infusion Project to incorporate Asian-targeted messaging, images, and in-language resources into the *Network*'s activities.

10% Collaborates with the Research and Evaluation Unit and other *Network* staff to ensure scientific integrity and evaluation of campaign and program elements. Develops and maintains effective process data collection and analysis methods that meet the needs of funders and also provide useful programmatic feedback.

10% Develops and maintains internal and external partnerships within the *Network for a Healthy California* and the California Department of Public Health and with other public and private organizations. Liaises with the National Fruit and Vegetable Program, including acting as the designated Fruit and Vegetable Nutrition Coordinator for California, participating in meetings and workgroups, and providing leadership for California's co-branding and partnership with the Fruits & Veggies—More Matters™ brand. Ensures that the FVPA Campaigns Unit connects with other major national nutrition and physical activity initiatives, such as the Let's Move initiative, Alliance for a Healthier Generation, and others. Manages special partner projects focused on enhancing activities targeted to low-income children and adults. Participates in internal workgroups to improve the overall work of the *Network* and enhance connections between the FVPA Campaigns Unit and other Units within the *Network.*

5% Prepares a wide variety of written and oral communications, including administrative and research reports, grants, professional presentations, and journal articles for publication. Represents the *Network* campaigns and programs to the public and partners, including planning and conducting professional presentations and participating in state- and national-level professional meetings and conferences.

5% Performs other duties, as required.

DUTY STATEMENT
Program Administrator III – Administrative and Fiscal Services Unit (D. Derenzy)
***Network for a Healthy California* – Administrative Operations Section**
Public Health Institute

Under the supervision of the Project Director III, and general guidance from Staff Services Manager I (SSI), 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 (75% time) – Policy, Partnerships and Planning Unit (C. Brown)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Development Specialist III, Policy, Partnerships and Planning Unit and with guidance from the Health Program Specialist II (HPSII) with the *Network for a Healthy California (Network)*, the Program Director I (PDI) develops, guides, and informs school and community programs to increase fruit and vegetable consumption and physical activity, with a focus on low-income communities, children and families. Within the parameters of USDA's Supplemental Nutrition Assistance Program Education (SNAP-Ed), the PDI identifies and mobilizes leadership through state and local education, social service, agriculture and child care agencies, departments, boards and councils, and provides oversight and guidance to assigned *Network* projects and contracts. The PDI serves on leadership councils and committees; provides oversight, guidance, and technical assistance to *Network* leadership projects; and shares representation at various nutrition education- and physical activity-related committees, meetings, councils and conferences. The PDI coordinates and collaborates with nutrition and health-focused organizations in order to integrate nutrition education into state and local efforts. Specifically, the PDI performs the following duties:

45% Provide leadership and serve as a resource on SNAP-Ed nutrition education programs. Provide contract management including oversight and technical assistance for *Network* Leadership and Special Projects; *Network* partnership development; and State Nutrition Action Plan communication and coordination.

30% Elevate Food Stamp promotion, nutrition education and physical activity promotion in child care and education settings. Act as a resource to the management team on food assistance programs and projects, and serve as a liaison with ad-hoc groups, committees and organizations such as the Child Care Roundtable, Head Start Collaborative, and California Department of Social Services.

15 % Serve as a member of statewide groups and committees as a resource in supporting nutrition education, including *Network* Project Teams, the Early Childhood Leadership Project, State Nutrition Action Plan, and the California Department of Public Health and California Department of Education Child Care Work Groups.

10% Other duties as assigned.

DUTY STATEMENT
Program Director III (Dr. Backman)
***Network for a Healthy California* – Cancer Control Branch**
Public Health Institute

Directly reporting to PHI's Chief Operation Officer (COO) and with functional reporting responsibility to the Cancer Control Branch (CCB) Chief, the Program Director III (PD III) directs PHI's $100 million, multi-year master contract with the *Network for a Healthy California*. The PDIII is responsible for the overall management and coordination of project activities, including oversight of all HR-related functions, managing project budgets, coordination of work activities, and developing and managing relationships with relevant external organizations. The PD III is also responsible for the annual strategic planning for the project; daily planning and administration of the project and is involved in additional project activities as needed. Specifically, the PD III will perform the following duties:

20% Provides Cancer Control Branch (CCB) and PHI executive leadership with strategic program planning and execution through direction for PHI *Network* unit leads that facilitate annual USDA SNAP-Ed scope of work implementation, workload and efficient completion of contractual deliverables.

20% Directs overall programmatic and fiscal management including all procurement processes and fiduciary obligations of the master contract, and directs the development of multiyear and annual expenditures with stratified projects for personnel, subcontracting, operating and general expenses.

20% Directs PHI managers in the development and approval of the PHI components of the USDA Annual Plan ,directs *Network* PHI unit leads to assure timely program implementation and monitor progress on USDA and master contract objectives and contract deliverables.
Oversees PHI *Network* administrative team in human resources management protocols and business practices

10% Provides guidance to project staff on materials management through identifying and establishing comprehensive clearinghouse, procurement and dissemination functions; reviews annual action plan process and subsequent ad hoc reporting.

10% Provides Cancer Control Branch Chief with quarterly reports that include summary of PHI contracts executed to date, expenditures by overall budget line-item and by subcontracts.

10% Provides annual reporting of PHI programmatic outcomes for inclusion in the USDA Annual Report, supervises program staff (including oversight on development and approval of annual performance reviews). As needed, may be required to develop, manage and monitor Performance Improvement Plans for PHI staff and recommend appropriate disciplinary actions, provides leadership to *Network*/PHI unit leads on strategic planning and methods of increasing efficiency of program implementation, workload and intra-unit communications.

10% Oversees the development of the PHI budget of the USDA Annual Plan and other duties as assigned.

DUTY STATEMENT
Research Associate II – Research and Evaluation Unit (E. Talmage)
***Network for a Healthy California* – 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.

DUTY STATEMENT
Research Associate III – Research and Evaluation Unit (C. Kitzmann)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the Research Scientist II (RS II), *Network for a Healthy California (Network)*, the Research Associate III will assist in the preparation and conduct of research projects, including the California Dietary Practices Survey (CDPS), the California Teen Eating, Exercise and Nutrition Survey (CalTEENS), the California Children's Eating and Exercise Practices Survey (CalCHEEPS), the collection and processing of the Semi-Annual Activity Report, the project Impact/Outcome Evaluation, and other research and evaluation projects as required. Writes articles and technical fact sheets for publication by the Section, completes data tables from raw data printouts and narrates results for inclusion in reports. Incumbent will also participate in organizing activities and other support work as needed. Specifically, the incumbent will perform the following duties:

30% Coordinates development, implementation, and analysis of one major surveillance survey or specialized research project; develops and writes reports based on survey findings

25% Creates Impact/Outcome Evaluation data entry templates and performs technical assistance; monitors contractors' impact/outcome evaluation progress and provides assistance with trainings for capacity building workshops in evaluation; participates in the development and formatting of assessment instruments. Coordinates, monitors, and tracks receipt of annual reports from contractors. Acts as primary contact for technical assistance and other questions from contractors; responds to questions and distributes questions to appropriate state staff.

20% Provides evaluation support to other units in the Section, including the African American campaign and serves as research liaison to the Bay Area Region, which may include, among others coordinating formative and outcome evaluation research projects including contract development and monitoring, conducting, literature reviews, development of focus group materials and structured interviews, monitoring interviews, participation in the design and formatting of assessment instruments, planning and implementation of assessment, data analysis, and review of and feedback for analyzed data and reports Contributes to the development of and acts as a reviewer for RFAs and ITBs.

10% Organizes data runs and data requests, including coordination with staff, and communication with consultants for data collection and analyses; creates, edits, enters data, double checks, and organizes data tables for *Network* internal and external survey data, Food Stamp program data, and other program-related data. Creates, proofs and edits graphics and documents reflecting data for reports and slide presentations (PowerPoint, Word, and Excel); provides technical assistance to REU staff in use of Excel and PowerPoint.

10% Writes and edits reports for publication by the Section; Contributes to writing of research reports and journal manuscripts; Prepares research abstracts, presentations, and posters and presents at professional conferences.; Prepares fact sheets and compiled information on topics related to nutrition and cancer prevention, obesity, physical activity, the food industry, and food assistance programs; Provides expert review and fact checking of media material supporting Section activities, educational materials prepared by Fruit, Vegetable, and Physical Activity Campaigns, and release of research reports; Assists with the preparation of Section grant applications and progress reports.

5% Performs other tasks as assigned.

DUTY STATEMENT
Research Associate III – Research and Evaluation Unit (C. Kitzmann)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the Research Scientist II (RS II), *Network for a Healthy California (Network)*, the Research Associate III will assist in the preparation and conduct of research projects, including the California Dietary Practices Survey (CDPS), the California Teen Eating, Exercise and Nutrition Survey (CalTEENS), the California Children's Eating and Exercise Practices Survey (CalCHEEPS), the collection and processing of the Semi-Annual Activity Report, the project Impact/Outcome Evaluation, and other research and evaluation projects as required. Writes articles and technical fact sheets for publication by the Section, completes data tables from raw data printouts and narrates results for inclusion in reports. Incumbent will also participate in organizing activities and other support work as needed. Specifically, the incumbent will perform the following duties:

30% Coordinates development, implementation, and analysis of one major surveillance survey or specialized research project; develops and writes reports based on survey findings

25% Creates Impact/Outcome Evaluation data entry templates and performs technical assistance; monitors contractors' impact/outcome evaluation progress and provides assistance with trainings for capacity building workshops in evaluation; participates in the development and formatting of assessment instruments. Coordinates, monitors, and tracks receipt of annual reports from contractors. Acts as primary contact for technical assistance and other questions from contractors; responds to questions and distributes questions to appropriate state staff.

20% Provides evaluation support to other units in the Section, including the African American campaign and serves as research liaison to the Bay Area Region, which may include, among others coordinating formative and outcome evaluation research projects including contract development and monitoring, conducting, literature reviews, development of focus group materials and structured interviews, monitoring interviews, participation in the design and formatting of assessment instruments, planning and implementation of assessment, data analysis, and review of and feedback for analyzed data and reports Contributes to the development of and acts as a reviewer for RFAs and ITBs.

10% Organizes data runs and data requests, including coordination with staff, and communication with consultants for data collection and analyses; creates, edits, enters data, double checks, and organizes data tables for *Network* internal and external survey data, Food Stamp program data, and other program-related data. Creates, proofs and edits graphics and documents reflecting data for reports and slide presentations (PowerPoint, Word, and Excel); provides technical assistance to REU staff in use of Excel and PowerPoint.

10% Writes and edits reports for publication by the Section; Contributes to writing of research reports and journal manuscripts; Prepares research abstracts, presentations, and posters and presents at professional conferences.; Prepares fact sheets and compiled information on topics related to nutrition and cancer prevention, obesity, physical activity, the food industry, and food assistance programs; Provides expert review and fact checking of media material supporting Section activities, educational materials prepared by Fruit, Vegetable, and Physical Activity Campaigns, and release of research reports; Assists with the preparation of Section grant applications and progress reports.

5% Performs other tasks as assigned.

DUTY STATEMENT
Research Associate IV – Research and Evaluation Unit (A. Narodovich)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Associate IV works in coordination with other interdisciplinary research staff in the preparation and conduct of statewide evaluation projects of *Network* and *Fruit, Vegetable, and Physical Activity Campaign's* SNAP-Ed nutrition education interventions, including the *California Dietary Practices Survey (CDPS)*, 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 SNAP-Ed recipients and eligible persons; participates in review and fact-checking of program public relations materials; and assists in the collection and tracking of programmatic data to support the *Fruit, Vegetable, and Physical Activity Campaign* evaluations. 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 – Research and Evaluation Unit (A. Linares)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Associate IV (RAIV) works in coordination with other interdisciplinary research staff in the preparation and conduct of statewide evaluation projects of *Network* and *Fruit, Vegetable, and Physical Activity Campaign's* SNAP-Ed nutrition education interventions, including the *California Dietary Practices Survey (CDPS)*, 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 SNAP-Ed recipients and eligible persons; participates in review and fact-checking of program public relations materials; and assists in the collection and tracking of programmatic data to support the *Fruit, Vegetable, and Physical Activity Campaign* evaluations. 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 (60% time) – Research and Evaluation Unit (A. Keihner)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Scientist I (RSI) will 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 – Research and Evaluation Unit (B. MkNelly)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Scientist I (RSI) will 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 I (CX^3) – Research and Evaluation Unit (A. Ghirardelli)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Scientist I (RS I) will work in coordination with other interdisciplinary research staff in the preparation and conduct of research projects, including *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX^3)* and other research and evaluation projects as required. The Research Associate will act as lead researcher for CX^3 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 – Research and Evaluation Unit (P. Mitchell)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the direction of the Research Scientist II, *Network for a Healthy California (Network)*, the Research Scientist I (RSI) will 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 II – Research and Evaluation Unit (S. Sugerman)
***Network for a Healthy California* – Policy, Planning and Evaluation Section**
Public Health Institute

Under the supervision of the PHI Project Director III, and general guidance from, 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 II (Communities of Excellence (CX^3)) – Regional Operations and Training Unit (L. Moreno)
***Network for a Healthy California*- Policy, Planning and Evaluation Section**
Public Health Institute

Under the general direction of the Program Director III and with guidance from the Health Program Specialist II with the *Network for a Healthy California*, the Technical Assistance Specialist II (TASII) will participate in the effective implementation and evaluation of a statewide social marketing campaign aimed at improving the health of low-income families through increased consumption of fruits and vegetables and improved levels of physical activity. The TASII will work as a member of the Communities of Excellence (CX^3) Team, which uses an evidence-informed program planning framework built on the evaluation of community-level indicators and assets that make up a "community of excellence." CX^3 includes practical, streamlined tools and methods for assessing the neighborhood food environment that may be modified through local change. The TASII will provide ongoing technical assistance with tools and methods, data management, entry and analysis reports utilized by all CX^3 contracting health departments to support effective implementation of program planning through community development and linking with *Campaigns* through the Regional Networks. The TASII will work with funded projects to ensure quality control practices are implemented. The TASII also will provide guidance and assistance to the CX^3 sites in preparing a variety of documents, reports, and data collection. The TASII will represent CX^3 at conferences and meetings. Specifically, the TASII will perform the following duties:

50% Provide technical assistance for all CX^3 sites with tools and methods for GIS and field data collection. Assist in the development of analysis tools, input of data, and quality control. Maintain regular computer records of technical assistance calls documenting problems and corrective plans and implementing additional training as necessary. Distribute and assist in the implementation of the developed process and outcome measures gathered. Coordinate development and distribution of state-level CX^3 promotional materials.

20% Provide technical assistance to CX^3 sites with adapting and translating data reports into communication templates and materials. Assist sites with location and input of additional data sources for communicating results and findings.

15% Coordinate CX^3 trainings, materials and presentations. Provide field training to CX^3 sites on survey instruments. Represent CX^3 by participating in conferences and professional meetings.

10% Assist in the development of evaluation tools, data collection, and follow-up interviews. Provide quality control for all data gathered and shared, including the survey methods used, collection of the education, engagement and initiatives that have occurred in the field related to CX^3, and data dissemination (i.e., partnerships, actions, interventions, etc.); the usefulness of the tools, materials, technical assistance, and other resources; possible skill building and professional development with experience of CX^3; general perspectives/attitudes about CX^3 and the process; and next steps and directions for CX^3.

5% Other duties, as required.

DUTY STATEMENT

Class Title	Position Number
Accountant I (Specialist) (J. Gahunia)	580-310-4177-901

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

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: , this Program-dedicated position provides a full range of accounting activities supporting the Network for a Healthy California *(Network)*, in the Administrative and Fiscal Services Unit of the Administrative Operations Section. The *Network* maintains an annual budget of close to $100 million from the Federal Government through reimbursements in an interagency agreement with the California Department of Social Services. The *Network's* reimbursement project funds approximately one hundred and thirty-five (135) contracts, two multi-million dollar external contracts and one with multiple funding sources requiring detailed tracking.

Supervision Received: Under direct supervision of the Staff Services Manager I, Chief, Administrative and Fiscal Services Unit and lead direction from the Associate Management Auditor.

Supervision Exercised: None.

Description of Duties: The Accountant I must have a working knowledge of general accepted accounting principles and posses 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 CLASTARS Systems and CALSTARS reports is required to successfully perform in this position. The Accountant I will perform the more difficult semi-professional accounting work in the establishment and maintenance of the accounts payable function for the *Network* and will assist the Associate Management Auditor in a variety of other accounting-related duties that support the *Network's* activities.

Percent of Time Essential Functions:

40% Audits and schedules contract invoices for payment against encumbrances in CALSTARS and contract authority in approved contracts; maintains current payment records for each contract and routinely verifies to CALSTARS for agreement; review output (face sheets and remittance advices) for accuracy and package schedules for State Controllers Office (SCO); audits and matches invoices for purchases and service orders and schedules for payment to SCO; reviews output (face sheets and remittance advices) for accuracy and prepares schedules for SCO; reviews error file for accuracy of previous day's postings and take appropriate and necessary corrective action.

25% Reviews encumbering documents for appropriateness and accuracy as dictated by contract terms; posts in CALSTARS and maintains current encumbrance records for each contract and routinely verifies against CALSTARS records for agreement; review error file for accuracy of previous day's postings and takes appropriate and necessary corrective action.

Percent of Time Essential Functions:

25% Posts in CALSTARS miscellaneous accounting entries prepared by the Associate Management Auditor in the normal course of accounting for program costs and any corrections to errors identified in monthly review of CALSTARS reports; maintains up-to-date tracking log for all SCO schedules posted by Accountant I and routinely follows-up on all schedules until paid by SCO; follows-up and takes appropriate and corrective action on any invoices rejected by SCO; sets up contract folders for new contracts and routinely purges any closed contracts; secures and maintains required number of contracts and encumbering documents necessary to accompany invoices as required by SCO. Routinely provides necessary documents for program staff to post accounting data to GIFTS.

5% Reviews monthly contract balances to determine appropriateness of liquidations for ending contracts. Notifies program to prepare documents if necessary or obtains approval to liquidate unspent balances; responds in a professional and timely manner to all program staff making accounting related inquiries.

Percent of Time Marginal Functions

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (C. Ahrens)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Governmental Program Analyst (AGPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of *Network for a Healthy California (Network)* program contractors. AGPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Incumbent receives general direction from the Program Compliance Review Team, Unit Chief. Medium travel (up to 25 percent) is required in performing the duties listed below.

Supervision Received: Under the direct supervision of the Chief, Program Compliance Review Team, Health Program Manager I.
Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time	Essential Functions
25%	Associate Governmental Program Analyst (AGPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of federal and state share expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.
25%	The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure program compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying, analyzing and auditing a range of

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

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

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

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

Percent of Time **Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (S. Corrales)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: 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: Under direct supervision of the Chief, Program Compliance Review Team, 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 dissementates 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.
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	Position Number
Associate Governmental Program Analyst (J. Fong)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision 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	Position Number
Associate Governmental Program Analyst (J. Harden)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Iniot B

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Chief, Contracts Operations Unit B, Staff Services Manager I.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time **Essential Functions:**

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the Network'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	Position Number
Associate Governmental Program Analyst (N. Huang)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of Chief, Contracts Operations Unit A, Staff Services Manager I.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time **Essential Functions:**

30% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network's* Local 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	Position Number
Associate Governmental Program Analyst (L. Marcellena)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Government Program Analyst (AGPA) serves as the Budget Analyst for the three Network for a Healthy California (*Network*) Sections (Program Development, Policy, Planning and Evaluation and Administrative Operations) within the Cancer Control Branch. See detailed job duties below.
Supervision Received: Under the direct supervision of the Staff Services Manager I, Administrative and Fiscal Services Unit Chief,
Supervision Exercised: None

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

Percent of Time	Essential Functions
30%	The AGPA reviews, analyzes, evaluates and monitors the *Network* budget. This includes gathering statistical information, providing critical analysis through written reports, charts and presentations to management. Analyzes and provides alternatives/recommendations to management concerning budget matters. Confers and guides *Network* management in the preparation and submittal of various budget documents to ensure compliance with proper departmental procedures. Updates *Network* budgets and analyze budget data for any needed follow-up with *Network* contract management staff. Ensures proper tracking of State Controller's Office postings and to ensure data maintained is accurate and complete. Coordinate and monitor *Network* allocations to and expenditures from other programs within the California Department of Public Health (CDPH). Coordinates and monitors allocations and expenditures of newly funded CDPH sister programs and *Network* special projects.
25%	The AGPA working independently prepares and updates monthly budget projection reports. The incumbent prepares and completes cost benefit analysis reports, personnel expenditure reports, contract budget reports, operating expense reports and related budgetary assignments. The AGPA is responsible for identifying and resolving potential budgetary concerns. Prepares documentation or other information necessary to maintain accurate budget records. Advises management of fiscal trends and changes that may affect the integrity of

Network budget. The incumbent reviews monthly Accounting (CalStars) reports for discrepancies and errors and makes appropriate corrections.

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

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

Percent of Time	**Marginal Functions**
5%	Represents the *Network* at budget and fiscal meetings and performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (S. Martin)	508-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Special Projects and Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Governmental Program Analyst (AGPA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide California Nutrition Network (Network) program
Supervision Received: Under the direct supervision of the Staff Services Manager I, Chief Special Projects an Regional Infratstructure Unit
Supervision Exercised: None

Description of Duties: See below.

Percent of Time	Essential Functions
40%	Responsible for developing, negotiating, implementing, and monitoring contracts for the California Regional Nutrition Network Lead Agencies and corresponding Local Incentive Award contracts 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 Regional Network Lead Agencies interim and final progress reports.
20%	Audits and evaluates Regional Network Lead Agencies invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the DHS 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 Local Incentive Award contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*.

15%	Represents the Regional Network Lead Agencies, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPS 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.
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%	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%	Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (P. McGowan)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision 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	Position Number
Associate Governmental Program Analyst (L. Milami)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision 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	Position Number
Associate Governmental Program Analyst (P. Mora)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: AGPA acts as the personnel liaison and oversees recruitment, hiring, and examination activities for the *Network* for a Healthy California (*Network*) program.
Supervision Received: Under direct supervision and guidance of the Staff Services Manager I, Chief, Administrative and Fiscal Services Unit.
Supervision Exercised: n/a

Description of Duties: Please see below.

Percent of Time	Essential Functions
35%	Analyzes and advises three *Network* Section Chiefs (Program Development, Policy, Planning and Evaluation and Administrative Operations) and *Network* Unit Chiefs on CDPH Human Resources policies and procedures and civil service exam issues. Responsible for developing personnel policy and procedures for both state civil service and contract employees. Confers with and guides *Network* management in the preparation and submittal of various administrative hiring and exam documents to ensure compliance with proper departmental procedures. Researches and advises management on the most current guidelines and procedures for personnel-related projects. Prepares and maintains *Network* personnel desk manual. Works closely with and advises contract supervisors and employees to assist them with transitioning into state employment.
35%	Prepares requests for personnel action (RPA) documents, duty statements, establishes new position justifications and refill justifications utilizing the automated OASIS RPA system. Prepares “Hire Above Minimum” justifications and other necessary personnel hiring documents as needed. Develops, updates and maintains current and proposed Branch and *Network* organization charts and performs desk analyses for state and contract positions. Coordinates the Employee Master File Report, State Controllers Office Report, Annual Exam Plan and provides the Accounting Unit updates for the personnel expenditure report. Works closely with *Network’s* Section Chiefs and Unit Chiefs to ensure that the duty statements and justifications are accurate and prepared in the proper format as required by the Department’s Personnel Services Section and oversight entities such as the Department of Personnel Administration and the State Personnel Board. Develops and maintains personnel tracking spreadsheets and provides personnel updates and reports to Sections and Units.

Percent of Time Essential Functions

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

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

Percent of Time Marginal Functions

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (P. Nelson)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Governmental Program Analyst (AGPA) is the lead on preparation, auditing, and recommendation of corrective actions of deficiencies during on-site visits of the *Network's* local contractors. Is responsible for performing the most complex, comprehensive, technical and difficult analytical duties that are necessary in conducting on-site reviews and evaluations of locations of *Network for a Healthy California (Network)* program contractors. AGPA will be the expert on new and changing federal and state regulations to ensure that the *Network's* and its local contractors are not in violation of such laws and regulations. Incumbent receives general direction from the Program Compliance Review Team, Unit Chief and the Program Development Section, Chief. Medium travel (up to 25 percent) is required in performing the duties listed below.

Supervision Received: Under the direct supervision the Chief, Program Compliance Review Team, Health Program Manager I.
Supervision Exercised: None.

Description of Duties: The incumbent performs the following duties:

Percent of Time	Essential Functions
25%	Associate Governmental Program Analyst (AGPA) is the lead on all preparatory materials, including pre-review and analysis of all internal documentation available for each contractor, prior to conducting the required on-site reviews. Areas included in the pre-review include, but are not limited to a contractor's file of programmatic, administrative and fiscal records available in the Grants Information and Fiscal Tracking System (GIFTS). Review of completed pre-review questionnaire, review of federal and state share expenditures obtained from GIFTS and review of all federal and state mandated laws and regulations to ensure program compliance. The incumbent is the lead reviewer in conducting pre-review meetings with internal staff members including the assigned Contract Manager and Program Manager. The incumbent is responsible for independently reviewing; analyzing, evaluating and monitoring activities of local contractors to ensure compliance with all administrative facets of the *Network* are met during the on-site reviews.
25%	The United States Department of Agriculture (USDA) periodically audits the *Network* to ensure compliance with all mandated federal laws. USDA audits all fiscal and on-site reviews conducted by the *Network* to ensure program compliance of local contractors. On-site reviews will be performed in an efficient and competent manner to insure the Branch is complying with the federal mandate and that the USDA target audience (Food Stamp Participants/Eligibles) are receiving direct services throughout the state. The incumbent conducts an in-depth, comprehensive and detailed on-site review by identifying, analyzing and auditing a range of

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

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

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

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

Percent of Time **Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (N. Padda)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Staff Services Manager I, Chief Contract Operations Unit B.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

40% Develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing, negotiating, implementing, and monitoring contracts for the Network's Local 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	Position Number
Associate Governmental Program Analyst (M Regalado)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Staff Services Manager, I, Chief, Special Projects & Regional Infrastructure Unit.
Supervision Exercised: None.

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

Percent of Time	Essential Functions
30%	The AGPA works in a lead capacity in providing program and fiscal technical assistance to media contractor and at least ten local contractors with special emphasis on nutrition education and promotion of physical activity among low-income households with children. The incumbent ensures effective integration of nutrition education, training, media, and community mobilization strategies to achieve the *Network for a Healthy California's* (*Network*) program objectives. Reviews and negotiates scope of works, work orders and budgets, and monitoring contracts by conducting periodic site visits, analyzing progress reports, and by providing timely technical assistance.
30%	Responsible for the development and implementation of *Network* special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.
30%	Monitors and evaluates contractor's scope of work and budget expenditures to determine if contractors are complying with the terms of the contract and providing services efficiently. Negotiates with contractor any budget change requests; independently determines whether these variations are reasonable or whether further action is necessary; develops and makes recommendation for alternative course of action.

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (F. Saefong)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Governmental Program Analyst (AGPA) is responsible for providing management analysis and technical support to the various projects and programs within the *Network for a Healthy California (Network)*, Cancer Control Branch. The incumbent works independently, with minimal supervision, and closely with the Unit and Section Chiefs in the Branch to identify and resolve operational problems.

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

Supervision Exercised: None

Description of Duties: Please see below.

Percent of Time Essential Functions

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

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

Percent of Time Essential Functions

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

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

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

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

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

Percent of Time Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (G. Smith)	580-310-5393-901

COI Classification
☐ Yes ☒ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Staff Services Manager I, Chief, Contracts Operations Unit.

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time **Essential Functions:**

30% Develops the Funding Application Package, 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

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

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst (M. Try)	580-310-5393-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision 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	Position Number
Associate Governmental Program Analyst (.60) (E. Williams)	804-508-5393-901

COI Classification
☐ Yes ☒ No

Unit
Contracts Operation Unit B

Section
Adminitrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Governmental Program Analyst (AGPA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide California Nutrition Network (*Network*) program
Supervision Received: Under the direct superivison of the Staff Services Manager I, Chief Contracts Operations Unit B.
Supervision Exercised: None

Description of Duties: 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

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (S. Bartlett)	580-310-8337-901

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The Associate Health Program Advisor (APHA) is responsible for providing direction on the development of strategies for local planning and monitoring implementation focusing on community collaboration, mobilization, and coalition support. The AHPA will participate as a member of a multi-disciplinary team in the delivery and incorporation of California Nutrition *Network* (*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 direct supervision of the Public Health Nutrition Consultant III Supervisor, Chief, Community Development Unit B
Supervision Exercised: None

Description of Duties: See Below

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

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

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (M. Harlan)	580-310-8337-901

COI Classification
☐ Yes ☒ No

Unit
Local Food and Nutrition Education

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

Supervision Received: Under the direct supervision of the Health Program Manager II, Chief Program Development Section.
Supervision Exercised: None

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

Percent of Time	Essential Functions
35%	Manages Scope of Work (SOW) and programmatic concerns of an estimated 20 Local Food and Nutrition Education (LFNE) contracts. Works with the *Network's* Research and Evaluation Unit and research consultants. Provides program and technical consultation for the LFNE contracts and directs contractors to *Network* staff and resources, including research and evaluation, communications unit for media and public relations support, and other *Network* resources. Monitors the development, implementation, an evaluation of all LFNE projects.
25%	Develops in its entirety the annual Request for Applications and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. May lead review process and complete assessments of applications. Negotiates SOW and budgets; recommends approval of contracts. Prepares annual reports, including required statistics and critical analyses of progress.

Percent of Time	Essential Function
25%	Completes special projects as assigned in a timely and accurate manner. Maintains a work plan to track progress on project assignments. Provides weekly updates to Unit manager. Notifies Unit manager and/or applicable person when sensitive or controversial issues arise, and/or as soon as it's apparent that agreed upon deadlines cannot be met. Incumbent is the primary point of contact in coordinating with Local Food and Nutrition Education Committee (LFNEAC) in the development, planning, coordinating and orchestrating three major meetings per year. Includes completion of training assessment, selection of facilities and trainers, coordinating all aspects of the agenda and logistics. Meetings focus on partnership development and identifying new partners for Local Food and Nutrition Education channel.
10%	Prepares program work plans, program reports, bill analysis, informational summaries, and preparation for *Network* Local Food and Nutrition Education Action Committee and *Network* Statewide Coalition meetings.

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Associate Health Program Advisor (W. Holmes)	Position Number: 580-310-8337-901
Unit: Program Compliance Review Team	
Section: Administrative Operations	
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: Under direct superivison of the Chief, Program Compliance Review Team, Health Program Manager I, Unit Chief
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 dissementates to local contractors. As necessary, disseminates instructions to local contractors on federal and state wide polices and procedures to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time	Marginal Functions
5%	Assists with the development of the annual Funding Application. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (M Jones)	580-310-8337-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: 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 California Department of Public Health programs and partners. This position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organization skills.

Supervision Received: Under the direct supervision of the Public Health Nutrition Consultant III (Supervisor), Chief, Community Development Unit
Supervision Exercised: None

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

Percent of Time	Essential Functions
30%	Responsible for strategic programmatic and administrative planning to the Unit. 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 (SOW) 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 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 *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* Statewide Collaborative Meetings.
10%	Coordinates and integrates the *Network*'s program objectives by attending, participating, and providing input at various Section-related meetings. Completes program objectives by fostering collaborative relationships with other state and local nutrition and physical activity programs.

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Associate Health Program Advisor (T. McGinnis)	Position Number: 804-508-8337-901
Unit: Program Compliance Review	
Section: Administrative Operations	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

Job Summary: 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: Under the direct supervision of the Health Program Manager I, Chief, Program Compliance.
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. *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.

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Description of Duties (continued)

Percent of Time	Essential Functions

5%(cont'd)	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 dissementates to local contractors. As necessary, disseminates instructions to local contractors on federal and state wide polices and procedures to assure compliance with USDA requirements. The incumbent must consistently keep abreast of all new or changing federal and state regulations to ensure that the local contractors are not in violation of such laws and regulations.

Percent of Time	**Marginal Functions**
5%	Assists with the development of the annual Funding Application. Performs other job-related duties as required.

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Health Program Advisor (Vacant)	580-310-8337-901

COI Classification
☐ Yes ☒ No

Unit
Special Projects & Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Staff Services Manager I, Chief, Special Projects & Regional Infrastructure.

Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions

35% Responsible for the development and implementation of *Network* special projects, i.e., the development of Request for Applications, preparation of reports to funding sources, program recommendations, informational papers and correspondence related to the Section's fiscal and programmatic areas; works in a lead capacity with other staff, both program and support to develop and oversee record keeping and reporting systems for programmatic and fiscal activities, as well as provide leadership for development and implementation of administrative policies of the Section.

30% Monitors and evaluates contractor's 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.

15% 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.

15% Prepares program workplans, program reports, bill analyses, and informational summaries. 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 required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (L. Garcia-Martinez)	580-310-1470-901

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

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

Supervision Exercised: None.

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

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

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (R. Dass)	580-310-1470-901

COI Classification
XXX No

Unit

Section
Information Technology

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

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

Supervision Exercised: None.

Description of Duties:

Percent of Time	Essential Functions
50%	Performs complete desktop support, including: necessary installation and maintenance of workstation hardware and software; file server backups; upgrading hardware and software; assisting network users with hardware and software

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (D. Dutt)	580-310-1470-901

COI Classification
XXX No

Unit

Section
Information Technology

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

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

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

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

Supervision Exercised: None.

Description of Duties:

Percent of Time	Essential Functions
50%	Performs complete desktop support, including: necessary installation and maintenance of workstation hardware and software; file server backups; upgrading hardware and software; assisting network users with hardware and software

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Associate Information Systems Analyst (Specialist) (R. Francesconi)	580-310-1470-901

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control Division

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

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

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

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

Supervision Exercised: None.

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

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

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Data Processing Manager II (Vacant)	580-310-1384-901

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Percent of Time Marginal Functions

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

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Education Consultant III (Specialist) (M. Parham-Lee)	580-310-8313-901

COI Classification
☒ Yes ☐ No

Unit
Regional Operations and Training

Section
Policy, Planning and Evaluation

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 Health Education Consultant III (HEC III) provides health education expertise in the planning, implementation, and evaluation of Network for a Healthy California (*Network*) statewide activities, and provides consultation and technical assistance to local contractors, sister programs in the California Department of Public Health (CDPH) and other state departments, and prospective partners in the non governmental sector, with special emphasis on lower income households with children. The HEC III will provide direction on the development of statewide strategies for the planning and implementation of interventions focusing on community collaboration, mobilization, and coalition support. The HEC III will participate as a member of a multidisciplinary team in the delivery and incorporation of *Network* health promotion messages and interventions in new or existing community health programs and in the nutrition education and physical activity promotion of other CDPH programs and partners. The HEC III will assume principle responsibility for education and training related aspects of the *Network*.
Supervision Received: Under the direct supervision of the Health Program Manger II, Chief, Policy, Planning and Evaluation Section and lead direction of the HPS II.
Supervision Exercised: None.

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

Percent of Time	Essential Functions
30%	Provides overall leadership for training and technical assistance to build the capacity of partners and local contractors to plan, implement, and evaluate state-of-the-art interventions combining healthy eating and physical activity promotion at the community level. This includes review and approval of workplan and budget, providing technical assistance, training services, and partnership development to deliver media, and other communication activities. Other lead responsibilities include the development, implementation, and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants. Assists the Public Health Nutrition Consultant III in development of the annual Network plan for community projects/interventions and in developing, implementing, and evaluating new community channels for expansion of the *Network* social marketing campaign.
30%	Takes leadership for developing a strong physical activity (PA) component, including working with other State Physical Activity programs, i.e., Physical Activity and Health Initiative, CORE and Project Lean. Takes leadership in identifying PA partners to assist the *Network* in integrating and expanding PA promotion within its various campaigns. Develops and

maintains a comprehensive technical and resource information database on PA. This includes planning, implementing, providing technical assistance, and evaluation of efforts to integrate nutrition education and physical activity in model community interventions.

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

Percent of Time **Marginal Functions**

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

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Education Consultant III (Specialist) (B. Valdez)	580-310-8313-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None.

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

Percent of Time	Essential Functions
30%	Provides health education expertise in the annual review, approval, and monitoring of *Network* Local Incentive Awardees (LIA) state share contributions and SNAP Ed reimbursement funds Scopes of Work regarding local strategies for nutrition education and physical activity promotion. Monitors and provides technical assistance to contracting low-resource school districts, Indian Tribal Organizations, local health departments and other public and non-profit entities. Monitoring activities include: providing contractors technical assistance on nutrition program planning, implementation, and evaluation; conducting required site visits; reviewing and processing of Scope of Work amendments; completing annual report analyses of contractor annual progress reports; developing and evaluating program standards, policies, and procedures; and monitoring application of state and federal standards and guidelines.
30%	Provides leadership for the CDU portion of the annual *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%	Provides leadership for collection, evaluation, and dissemination of nutrition, physical activity promotion, food security, and partnership materials, and resources developed, used or needed by *Network* contractors. Works closely with other state *Network* sections/units and state partners for development and evaluation of materials, dissemination of resources to local contractors via *Network* website and trainings. Maintains comprehensive technical database on nutrition, physical activity promotion, food security, and partnership materials.
10%	Participates in the development, implementation, and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors, and consultants.

Percent of Time	Marginal Functions
5%	Represents Community Development Unit for the *Network* at state level meetings and conferences such as the *Network* 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	Position Number
Health Program Auditor IV (C. Finlayson)	580-310-4249-901

COI Classification
☒ Yes ☐ No

Unit

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time Essential Functions:

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

Percent of Time Essential Functions:

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

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

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

Percent of Time Marginal Functions

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Manager I (K. Maddox)	580-310-8336-901

COI Classification
☐ Yes ☐ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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, 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: Under direct supervision from the Staff Services Manager II, Chief, Administrative Operations Section.
Supervision Exercised: The HPM I Supervisor oversees the work of three Associate Governmental Program Analysts (AGPA), two Associate Health Program Advisors (AHPA), one Staff Services Analyst, and one Consultant (contract position).
Description of Duties:

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

Percent of Time	Essential Functions
10%	Summarizes for management the best practices/resources identified during site visits by the PRCT for utilization and dissemination statewide. Summarizes for management system recommendations, for system enhancements, and challenges encountered during site visits conducted by PCRT. As needed, establishes and addresses standards for meeting guidance and requirements.
10%	Establishes and monitors baseline objectives for improving systems internally (state-level). Identify best practices for utilization locally and at the state-level.
10%	Supervises staff in the development and submission of the USDA annual plan and final report. Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, USDA, 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.

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT
(60% SNAPEd)

Class Title	Position Number
Health Program Manager II (S. Foerster)	804-508-8428-004

COI Classification
☐ Yes ☒ No

Unit
N/A

Section
Policy, Planning and Evaluation

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 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 Planning; and Regional Operations and Training. The HPM II manages several principal functions of the *Network*: public/private partnerships with stakeholders, advisory bodies and leadership projects; strategic, annual and operational planning; development/evaluation of signature social marketing initiatives; 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 social marketing contract services.

The HPM II advises on effectiveness and improvements of the overall $200M+ efforts for the Supplemental Nutrition Assistance Program-Education (Snap-Ed) 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 Network Statewide Collaborative (formerly Network Steering Committee) and Centers for Disease Control and Prevention for the National Fruit and Vegetable Alliance and *Fruits & Veggies—More Matters*™, and other national leadership organizations, including State Network Administrators and the Association of State and Territorial Public Health Nutrition Directors. Provides counsel on policy, planning, implementation, and evaluation for population improvements in diet, physical activity, food security and chronic disease prevention, with a focus on low-income, disparate populations; responsible for *Network* participation in the USDA-required State Nutrition Action Plan (SNAP) with other federally-funded nutrition assistance programs; serves as principal related to roll-out of the WIC Food Package in order to help achieve *Network* objectives. The HPM II supervises a large, skilled, multidisciplinary team of technical State and contract staff that conducts a variety of activities to support new program development and program integrity in social marketing for nutrition, physical activity and the prevention of chronic diseases.

Supervision Received: Under direct supervision of the Public Health Medical Administrator I, Chief, Cancer Control Branch

Supervision Exercised:
The HPM II directly supervises 2 PHNC IIIs, 1 HEC III, I, 3 contracted senior managers, and is lead for two Health Program Specialist II positions. The HPM II oversees approximately 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* Statewide Collaborative Committee, its Executive Committee, Operations Subcommittee and Action Teams; plans three statewide meetings each year; manages a dozen leadership contracts; and liaises with other *Network* units, local education programs, sister programs and agencies; Food and Nutrition Education and Outreach (FANOut) committee; reaches out to secure partners for virtually all *Network* activities. On behalf of CDPH, coordinates relevant bill analyses, legislative concepts and budget change proposals. Oversees the annual preparation, submission and revision of $100M+ FSNE and Food Stamp Outreach state plans, amendments, and annual reports.

20% **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.

20% **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 SNAP-Ed *Guidance.*

20% **Regional Operations and Training:** Directs and oversees highly skilled interdisciplinary team that supports 11 *Regional Networks* to deliver fruit and vegetable campaigns and programs, supports the *Network's* local projects, ands convene Regional Collaboratives made up of funded and unfunded partners. Assures coordination to Regions by *Network* units, especially for communications and public relations, community development, physical activity, training, and administrative support. Directs and oversees all training activities. Provides leadership for early childhood development, youth empowerment, and new programs in local public health departments such as *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX^3)* and *ReThink Your Drink*.

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

(95% SNAPEd; 5% Outreach)

Class Title	Position Number
Health Program Manager II (R. Stephenson)	580-310-8428-901

COI Classification
☒ Yes ☐ No

Unit

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Received: Under the direct supervision of the Public Health Medical Administrator I, Chief, Cancer Control Branch.
Supervision Exercised: This position directly supervises 2 Health Program Specialist I, 2 Public Health Nutrition Consultant III Supervisors, an Associate Health Program Advisor, a Development Specialist II (contract staff) and a Health Educator IV (contract staff). The HPM II oversees the work of approximately 35 state and contract positions.
Description of Duties: Please see detailed description of duties below.

Percent of Time	Essential Functions
35%	Directs, oversees, and supervises a large multi-disciplinary staff responsible for the *Networks'* Community Development Units. The units are responsible for planning, implementing and evaluating the *Networks* statewide activities, and provide consultation and technical assistance to 140 local agency contractors to build the partners' capacity and local contractor's implementation of state-of-art interventions combining health eating and physical activity promotion at the community level. This includes review and approval of work plans and budgets, providing technical assistance services, and partnership development. Maintains external relations with partner organizations including other units and levels of government, non-profit organizations, businesses, and funding agencies. Manages the four units identifying ways to increase synergy and improve impact by improving operational effectiveness

35% Directs, oversees, and supervises staff responsible for the *Network's* communications and media campaigns including the $12 million annual media contract. Manages the team identifying ways to increase synergy and improve impact by improving operational effectiveness among the nine social marketing approaches: advertising (paid and public service), 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 *Networi* Website as a communication vehicle by partners, local assistance contractors, and the public. Oversees management of materials inventory and fulfillment nationally and worldwide.

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

5% Oversees the $10M+ Food Stamp Access Improvement Plan (Outreach) which is conducted in partnership with CDSS. This includes integration of Food Stamp Outreach and Promotion among all contractors and strengthening connections with the Local Food and Nutrition Education grantees and with other related food assistance partners. Participates in production of annual state plan and progress reports submitted to CDSS and USDA; joint planning with stakeholders through the Interagency Food Assistance Committee, FANOut, and SNAP; 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 SNAPEd.

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Percent of Time Marginal Functions

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

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (HPS I) (K. Davies)	580-310-8338-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: HPS I is responsible for oversight, consultation and monitoring of a significant portion of the Community Development Unit (CDU), *Network for a Healthy California (Network)* local and statewide projects. The position requires a highly skilled, technical program specialist able to handle complex tasks including coordinating the development and implementation of federal and state policy with CDU and *Network* contractors.

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

Supervision Exercised:

Description of Duties: See detailed descriptions below.

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

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

Percent of Time	Marginal Functions
10%	Represents CDU for the *Network* at state level meetings and conferences such as the *Network* Joint Steering Committee, *Network* Statewide Collaborative Operations Subcommittee, internal Nutrition Education Consultant meetings, *Network* contractor trainings and California Department of Education SHAPE meetings.
5%	Participate in the development, implementation and evaluation of conferences, summits, workshops, and annual meetings of partners, contractors and consultants.
5%	Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist I (C. Heredia)	580-310-8338-901

COI Classification
☒ Yes ☐ No

Unit
Communications Program

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary:
The Health Program Specialist I (HPS I) is responsible for programmatic oversight of the *California Nutrition Network for Healthy, Active Families (Network's)* media and public relations contract including consultation and monitoring of the contract. The position requires the incumbent to function independently; communicate effectively; facilitate group processes; provide effective media and public relation consultation/technical assistance; and maintain/develop skills related to media and public relations. The position requires handling complex tasks simultaneously, strong written and oral communication skills, and strong organizational skills.

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

Supervision Exercised: None

Description of Duties: See below.

Percent of Time	Essential Functions
25%	Provides oversight, program consultation, program and fiscal technical assistance and monitoring of a $36 million dollar media/public relations contract to ensure effective integration of nutrition education, training, media, and community empowerment strategies to achieve the *Network's* 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	Position Number
Health Program Specialist I (Vacant)	580-310-8338-901

COI Classification
☒ Yes ☐ No

Unit
Communications Program

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 Network for a Healthy California.

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

Supervision Exercised: None.

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

Percent of Time	Essential Functions
30%	Media and Marketing: Provides direction and support for the Section's media events, press conference, promotion outreach, medial 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 Public Affairs, other state agencies, other partner programs and agencies, and appropriate target groups and audiences.
30%	Partnering and Collaboration: Establishes and maintains productive, collaborative relationships with other programs in the Department, external agencies, public and private health and cancer control organizations related to obesity prevention, nutrition and physical activity. This involves participating on workgroups and committees organized by other agencies such as the Centers for Disease Control and Prevention, American Cancer Society, and advocacy organizations.

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

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

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

Percent of Time **Marginal Functions**

5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist II (Retired Annuitant)	580-310-8336-901

COI Classification
☒ Yes ☐ No

Unit
N/A

Section
N/A

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: N/A

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

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

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

Percent of Time	Marginal Functions

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

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

COI Classification
☒ Yes ☐ No

Unit
Policy, Partnerships and Planning

Section
Policy, Planning and Evaluation

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 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 State Nutrition Assistance Education Program (SNAPEd) 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, coordination and partnership activities of the *Network for a Healthy California* (*Network*) and assist the Section's Policy and Partnership Unit. The HPS II analyzes critical issues and recommends program direction for state nutrition, physical activity, food security, and obesity prevention activities, including SNAPEd and community food access; consults and coordinates with other USDA and state and local organizations regarding nutrition/physical activity/food access-related issues; and provides program expertise to Section staff.

Supervision Received: Under the direct supervision of the Public Health Medical Administrator I, Chief, Cancer Control Branch and lead direction from the Health Program Manager II, Chief, Policy, Planning and Evaluation Section.

Supervision Exercised: None.

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

Percent of Time	Essential Functions
25%	Performs critical nutrition, physical activity and food security policy development and assessment analysis; develops recommendations for policy direction and procedural changes; develops feasibility studies; develops request for proposals for nutrition education/physical activity/food access projects; prepares a wide variety of technical, policy, management, and scientific communications including critical analyses, reviews briefings, presentations, testimony, journal articles, budget change proposals, legislative concepts and proposals, grant proposals, bill analyses and enrolled bill reports, and responses to policy-critical correspondence; consults and coordinates with other state and local organizations regarding nutrition/physical activity-related policy issues; and provides health policy expertise to Section staff.
25%	Manages state, regional and local SNAPEd projects and contracts, with primary staff responsibility for leadership projects with statewide organizations and special projects targeted in underserved low-income communities serving SNAPEd-eligible populations. This

involves assessing overall needs and identifying strategic leadership opportunities; compiling, reviewing and negotiating project work plans and subcontracts; developing project proposal guidelines and grant award criteria; monitoring project performance and evaluating results; providing technical assistance and training; taking corrective action as needed, and assessing project cost effectiveness.

25% Ensures effective coordination and delivery of state FSNE and related activities with stakeholders, including *Regional Network* Lead Agencies, Regional Collaboratives, local funded projects, and external partners by providing leadership, planning, and primary staff support for the operation of *Network* SNAPEd Program and Partnership Development Infrastructure, with particular emphasis on coordinating and facilitating the *Network* Statewide Collaborative Committee (NSC with an Executive Committee, Operations Subcommittee and 6 Action Teams under the NSC umbrella.

10% Performs staff support and coordination in planning, organizing, and preparing the annual state plan For SNAPEd in California*,* including annual updates and reports, funding sources, and detailed recommendations for improving the health of low-income SNAPEd-eligible Californians, including recommendations for both state and local programmatic revision and actions. In coordination with USDA, the California Department of Social Services (CDSS), *Network* Unit Leads and external constituents, compiles, writes, and produces an annual statewide plan and 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 SNAPEd program within CDPH and with other state and federal agencies, including USDA, the California Health and Human Services Agency, CDSS, the California Department of Education, and the California Department of Food and Agriculture, while developing and implementing strategies to improve and strengthen program coordination and partnerships that enhance the delivery of SNAPEd 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	Position Number
Health Program Specialist II (V. Quinn)	580-310-8336-901

COI Classification ☐ No ☒ Yes

Unit
Regional Operations and Training

Section
Policy, Planning and Evalution

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 Health Program Specialist II (HPS II) functions as a non-supervisory expert in the Regional Operations and Training Unit, Policy, Planningn and Evalution Section, Cancer Control Branch, California Department of Public Health (CDPH), *Network for a Healthy California, (Network),* who will have the responsibility to plan, coordinate, and maintain regional operations for agencies funded by the United States Department of Agriculture's Food Stamp Program as part of the *Network for a Healthy California (Network)*. The HPS II serves as the statewide consultant and technical expert who will oversee the functions, funding formulas, performance expectations and evaluation of the existing 11 regional contractors, with the ultimate purpose being to mobilize efforts and better serve all geographic regions of the state. The incumbent will wlso provide leaderhsip for an expended range of regionally-focused technical services to an estimated 120 local projects, provide the two-way working relationship, assure accountability for all funds expended, and accelerate achievement toward the Network performance targets. A highly visible part of this assignment will be to forecast regional needs for the growning *Network* partnership, through development and issuance of RFAs for regional networks.

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

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

Supervision Received: Under the direct supervision of the Public Health Medical Administrator I, Chief, Cancer Control Branch and lead direction from the *Network's* Health Program Manager II, Chief, Policy, Planning and Evaluation Section.

Supervision Exercised: None.

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

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

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

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

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

Employee's signature	Date

Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Health Program Specialist II (M Rousseve)	580-310-8336-901

COI Classification
☒ Yes ☐ No

Unit
Communications Program

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

The position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if appropriate) in dealing with the public and /or other employees; establish and maintain effective working relationship with the California Department of Public Health's Office of Public Affairs for coordination of media activities and approvals; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave and conduction.

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

Supervision Received: Under the direct supervision of the Cancer Control Branch Chief and the lead direction of from the Health Program Manager II, Chief, Program Development Section

Supervision Exercised: None

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

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

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

Percent of Time Essential Functions

35% Oversees media campaign coordination (between media contractors, *Network* Management, *Network* staff, OPA and *Network*-funded local projects). Meets weekly with the media advertising

Percent of Time Essential Functions

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

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

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

Percent of Time Marginal Functions

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

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

5% Other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

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DUTY STATEMENT

Class Title	Position Number
Management Services Technician – (.75) (M. Jackson)	804-508-5278-901

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Management Servcies 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: Under direct supervision of Staff Services Manager I, Administrative and Fiscal Services Unit
Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions

35% Databases and contractor lists. Formats and edits manuals, applications, and reports including the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate support materials and background information. Develops, implements, and maintains the automated Dbase and other systems for *Network* mailing lists, email distribution lists. Researches 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 mail 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 admin staff. Schedules in-kind/invoicing contractor training. Purges and close 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 Cal stars and sign invoices. Forwards to accountant.

Percent of Time Marginal Functions

10% Funding announcement packaging. 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 mail out/email 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	Position Number
Management Services Technician (J. Jones)	580-310-5278-901

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time	Essential Functions
30%	Assists in tracking and monitoring the submission of *Network's* contractor semi- annual, annual and final reports via Grant Information and Fiscal Tracking System (GIFTS). Assists in developing and maintaining a progress report intake and a reminder system which notifies contractors and Program Managers of report submission timelines and the action taken when reports are not submitted. Makes copies of progress reports and distributes to program and administrative staff for review.
25%	Assists in compiling, formatting, and editing Local Incentive Awardee (LIA) Guidelines Manual, Local Food and Nutrition Education RFPs, annual *Network* Project Directory and associated reports, including the development of computer graphics, charts, tables, slides, etc. Researches and gathers appropriate support materials and background information needed by the CDU for these documents.
15%	Assists in developing, implementing, and maintaining an automated database and other systems for compiling information about nutrition education materials used by contractors; assists in the coordination of any pertinent e-mail distribution lists for this activity by communicating with Network staff for updates and providing modifications directly.
15%	Schedules contractor teleconferences, Program Manager site visits, *Network* 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	Position Number
Office Services Supervisor II (General) (C. Barnes)	580-310-1150-901

COI Classification
☒ Yes ☐ No

Unit

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The Office Services Supervisor (OSS) II is the working-level supervisor of the administrative support staff. The incumbent will: supervise, prioritize, coordinate, assign, review, evaluate, train, track and monitor the timeliness, quality and quantity of work of clerical support staff.

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

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

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

Percent of Time **Essential Functions**

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

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

Percent of Time Essential Functions

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

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

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

Percent of Time Marginal Functions

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (S. Chinn)	580-310-1139-901

COI Classification
☐ Yes ☒ No

Unit
Fruit, Vegetable & Physical Activity Campaigns

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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: Under direct supervision from the Office Services Supervisor II (General).

Supervision Exercised: None

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

Percent of Time	Essential Functions
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 OT must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others. Answers, screens, and directs telephone calls; sends and distributes faxes; completes period large mailings; periodic large mailings; maintain databases for mailing lists, contact management, conference scheduling, materials distribution, and *Campaign* projects; prepares correspondence, forms, and meeting packets, including word processing, photocopying, and distribution; reviews and proofreads correspondence, contracts, reports, and other documents for correctness, typographical errors, and format. Works with staff to update *Campaign* activities that are presented on Microsoft Project; create PowerPoint presentations; and takes minutes during conference calls, meetings and other professional gatherings.
30%	Coordinates the ordering of office supplies for the *Campaign* staff; maintains general program files and resource library; maintains the in-house inventory of *Campaign* consumer and partner materials; works with appropriate *Network* staff to facilitate the distribution of educational

materials and promotional items; maintains the materials storage room; and picks up and delivers orders to printers and other vendors, as needed.

30% Coordinates meetings and travel arrangements for staff; assists with logistical arrangements for conferences, meetings, trainings, and special events; and schedules and set ups meetings on Microsoft Outlook. Arranges staff meetings and prepare meeting agendas and minutes.

Percent of Time	Marginal Functions
5%	Provides 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	Position Number
Office Technician (C. Florendo)	804-508-1139-901

COI Classification
☐ Yes ☒ No

Unit
Special Projects and Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 a vareity of *Network* staff. 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 analyses 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 *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.. The OT will work closely with the all staff in assuring reports and documentation are completed correctly and timely.
Supervision Received: Under the direct supervision of the Office Services Supervisor II and the general direction of the Staff Services Manager I, Unit Chief I
Supervision Exercised: None

Description of Duties: See below.

Percent of Time **Essential Functions**

40% Travel Assists *Network* 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. Works 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 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 Services Supervisor II. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the *Network* G 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. Assures 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. Answers phones and escortis guests when needed.

20%	Meetings/Conferences/Teleconferences - Responsible for scheduling meetings, conference rooms and equipment for staff using Outlook. Responsible for setting up teleconference calls for all staff, posting necessary information on the G drive for all meetings and teleconference. Is responsible for the coordination of teleconferences for the eleven *Network* Collaboratives 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	Position Number
Office Technician (Vacant)	580-310-1I39-901

COI Classification
☐ Yes ☒ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None

Description of Duties: See below.

Percent of Time Essential Functions

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

Percent of Time Essential Functions

30% The incumbent is responsible for entering, tracking, and monitoring of all *Network's* Secretary Action

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

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

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

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

Percent of Time Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Office Technician (Typing) (Vacant)	**Position Number:** 580-310-1139-901
Unit:	
Section: Program Development	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

Job Summary The Office Technician (OT) (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 Program Development 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 direct supervision of the Office Services Supervisor II and the lead direction of the Health Program Manager II, Chief, Program Development Section
Supervision Exercised: None

Description of Duties: See below

Percent of Time	Essential Functions
30%	Reviews incoming correspondence and assignments addressed to the Program Development 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 OT will be responsible for reviewing and analyzing correspondence prepared by other *Network* staff for the signature of the Chief, Program Development 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 Program Development 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 OT will follow establsihed guidelines for the California Department of Public Health in generating assigned documents. On an on-going basis, assists the Section Chief in retrieving selected notes/files as needed, in order to prioritze and track assignments. Follows up will staff and managers from the Communications Program, LFNE/Ourtreac, and Community Development Units A and B to assure completion by due date and advises Assistant Branch Chief and Branch staff on assignment status. Tracks and maintains *Network* assignments assigned to the Section Chief and staff. Monitors and maintains files for Program Development 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 issues. The OT assists the Program Development Section Chief, managers and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate, and track. Reviews contractor's administrative fiscal doucments to verify that required technical information is accurate and completed and to verify compliance with *Network* policies and procedures. Exercises a high degree of initiative and independent judgment on complex inquiries when responding to contractor's calls and emails for technical assistance and provides factual information to inquiries in order to complete assignments, as necessary, before forwarding on to Program Development Section staff for final review necessitating a high degree of knowledge and application of CDPH and the United States Department of Agriculture policies and procedures. The OT will work with the reprograhics' department in making multiple copies when requested.
20%	Maintains the Section Chief's calendar. Sets up meetings and sends out meeting notices. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Performs faxes and Xerox tasks for the Section Chief. Schedules and coordinates travel arrangements for the Section Chief, managers and their staff. The OT coordinates scheduling calendar of appointments for the Chief, Program Development Section. 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 Program Development 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* Program Development Section Chief and managers, including compiling data on their intineraries and travel expenses; coordinates travel expense reinbursements. Tracks documentation accurately and keeps 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 Program Development Section Chief and managers. The OT 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 Institue (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time	Marginal Functions
5%	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	Position Number
Office Technician (Vacant)	580-310-1139-901

COI Classification
☐ Yes ☒ No

Unit
Policy, Partnership, and Planning

Section
Policy, Planning and Evaluation Section

Branch
Cancer Control Branch

Division
Chronic Disease & Injury Control

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

Job Summary: The Office Technician (OT) is working a broad spectrum of general office support activities and is responsible for the continued coordination and program support functions to meet the needs and objectives of the Policy, Partnership and Planning Unit. The OT not only supports Unit staff, but also fills in for the Section Chief's OT in his/her absence, or on an as needed basis depending on workload and business considerations. In addition, the OT will provide support to a multi-disciplinary team in performing a wide variety of administrative functions of the *Network for a Health California (Network)*. The *Network* is designed to promote healthy eating and physical activity at the local level. The OT must possess a high level of initiative, independence, and thoroughness in performing the most complex clerical support functions for the *Network*. Good judgment and the ability to communicate effectively in writing and verbally are necessary. The incumbent must also have a thorough knowledge and demonstrated ability with office automation tools (i.e. Microsoft Word, Outlook, Excel, PowerPoint, Access, Visio, etc.) proof-reading and editing in addition to a thorough knowledge of and adherence to office procedures.

Supervision Received: Under direct supervision of the Office Services Supervisor II and general direction of the Health Program Specialist II, Unit Lead, Policy and Partnership Unit.

Supervision Exercised: None

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Performs a variety of clerical functions in support of the *Network*, Policy, Partnership, and Planning Unit staff. The OT will be responsible for reviewing and analyzing correspondence prepared by other Policy, Partnership, and Planoing staff for the signature of the Section Chief, Policy, Planning and Evaluation 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 Unit Lead and the Chief, Policy, Planning and Evaluation Section. The OT will follow established guidelines for the California Department of Public Health in generating assigned documents. Maintains, updates, tracks and monitors all controlled correspondence by the utilization of the *Network's* Document Tracking System. Tracks completion of required contractor trainings and technical assistance requests from contractors

DUTY STATEMENT

Class Title: Office Technician (Typing)	**Position Number:** 580-310-1139-901
Unit: Program Compliance	
Section: Administrative Operations	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

Job Summary: The Office Technician (OT) (Typing) is responsible for independently performing a wide variety of the more complex clerical and technical tasks. The OT not only supports the PC Unit and the Health Program Specialist II Retired Annuitant, but also fills in for the other Unit/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 Program Compliance Team managing the USDA and State level compliance for all funded projects and will perform 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, initiative, detail orientation, judgment and responsiveness to relatively short timelines from more than one person, 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 PC Unit, the HPS II, and the *Network* as a whole through his/her supports of the other Unit/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 standard office procedures.

Supervision Received: Under the direct superivision of the Office Serivces Supervisor II and general direction of the Health Program Manager I, Program Compliance Chief.

Supervision Exercised: None

Description of Duties: See below

Percent of Time	Essential Functions
20%	Provides a full-range of administrative and secretarial support to the unit and the HPS II by performing various duties requiring knowledge of the Program Compliance Unit, CDPH and USDA policies and Duties include, but are not limited to: provides clerical support to the Unit Chief and staff. The OT will format, prepare and facilitate correspondence, channel level report summaries and routing for signature and approvals for PC Team and the HPS II. The OT will be responsible for reviewing and analyzing correspondence prepared by other *Network* staff for the signature of the PC Unit Chief including formatting, composition, and consistency with administrative policy and the ABC Secretaries Handbook.
20%	The OT independently composes, types, proofreads, edits and formats letters, memos, agendas, reports, spreadsheets, PowerPoint presentations, forms, and charts. On an ongoing basis, assists the Unit in colating, reviewing, finalizing and filing all PC related files. The incumbent will develop and maintain an index of all files, in addition to developing and maintaining a file check out procedure. Upon request, the incumbent will assist the PCR unit to prepare special projects, presentations, and procedures manual. Performs a variety of complex secretatarial and administrative functions in support of the *Network*, Program Compliance Unit 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 (Excel, Word and PowerPoint) software applications and other databases with the ability to produce accurate, timely results. The incumbent is to employ good judgement to determine the method that works best to achieve the desired results. The OT must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others.

Percent of Time	Essential Functions
20%	Supports the HPS II in completetion of special projects including typing, editing and prooffing a variety of documents; following up with *Network* staff on behalf of HPS II; submittind documents to IT for inclusion on *Netowrk* website; coordinates teleconferences; provides Webex support; develops minutes of meetings; and other support as necessary.
15%	Maintains the Unit staff's calendars. Sets up meetings and sends out meeting notices. Adjusts the times/dates as necessary when conflicts occur. Performs fax and copying tasks for the Unit Chief and staff. The OT will work with the reprograhics department in making multiple copies when requested. The OT coordinates scheduling calendar of appointments for the Unit Chief. Arranges staff meetings and prepares meeting agendas and minutes. Assists PC staff by scheduling and coordinating travel arrangements by working with travel agencies, flight times, locations and car reservations in accordance with DPA policies. Prepares, edits and proofreads in-state travel expense claims for the *Network* Unit Chief, including compiling data on their itineraries and travel expenses; coordinates travel expense reinbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the *Network* "G" drive. Schedules meetings for large conference rooms for Unit Chief and staff. Coordinates PCR Team laptops for PC staff including check out/check in system and password updates with IT Department according to procedures. The OT 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, good judgment and tact when handling calls and inquiries. Develops, maintains and applies a high degree of knowledge of the policies and procedures for the Network Cancer Control Branch, Public Health Institue (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.
5%	Assists in the coordination responsibilities of the input and maintenance of contractor data into the GIFTS databse. The incumbent is responsible for preparing reports from the GIFTS database for *Network* Program Compliance Unit Chief. This involves entering key contractor data from the program complaince unit. Assists with gathering program compliance data tracked in the GIFTS database. Provides the data items to the GIFTS Database Administrator for development and inclusion in the GIFTS database. Identifies reporting requirements and any enhancements for GIFTS. The OT is responsiblie for compiling this information and providing these specifications to the GiFTS Database Administrator and Information Specialist for development.

Percent of Time	Marginal Functions
5%	Provides desk and telephone back-up for other *Network* support staff. Ensures that necessary supplies and equipment are on hand for staff use. Assists with special projects and seasonal activities.
5%	Performs other duties as required.

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (Typing) (LEAP) (M. Marez)	580-310-4687-901

COI Classification
☐ Yes ☒ No

Unit
Administrative and Fiscal Services Unit

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Office Technician (OT) works in a broad spectrum of general office support activities and is 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 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 contactor 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 direct supervision of the Office Services Supervisor II and the general guidance 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, c must manifest, are dependability, discretion, and knowledge of Microsoft Word, Excel, Outlook and the *Network's* GIFTS system.

Percent of Time	Essential Functions
30%	Performs a variety of clerical functions in support of the *Network*, Administrative and Fiscal Services Unit staff. The OT will be responsible for reviewing and proofreading 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 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 Chief, Administrative and Fiscal Services Unit. The OT will follow established guidelines for the California Department of Public Health in generating assigned documents.
25%	Enters and tracks the receipt of federal share invoices and state share documentation reports into

GIFTS. The OT 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. The OT creates payments in GIFTS and enters payment dates and updates line items in GIFTS budget.

The incumbent is responsible for ensuring 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. The OT assigns funds for contract payments and resolves them against budget line items or unallocated reserve funds and closes the budget year after all payments have been entered into GIFTS. Enters encumbering memo information and enters invoicing status and other problems into GIFTS.

20% Assists in the coordination responsibilities of the input and maintenance of contractor data into the GIFTS database. The OT prepares reports from the GIFTS database for *Network* staff. This involves entering key contractor data to include program contact information, memorandums of understanding, budget justifications and project summary information. The OT 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 with gathering 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 (report writer) for development.

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

Percent of Time **Marginal Functions**

5% Attends meetings, trainings and performs other duties as required.
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Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Office Technician (B. Rivers)	580-310-1139-901

COI Classification
☐ Yes ☒ No

Unit
Research and Evaluation

Section
Policy, Planning and Evaluation

Branch
Cancer Control

Division
Chronic Disease & Injury Control

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

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

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

Supervision Exercised: None

Description of Duties: See below.

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

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

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Office Technician (Typing) (A. Aguilar)	**Position Number:** 580-310-1139-901
Unit:	
Section: Policy, Planning and Evaluation	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

Job Summary: 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 direct supervision of the Office Services Supervisor II and the lead direction of the Health Program Manager II, Chief, Policy, Planning and Evaluation Section
Supervision Exercised: None

Description of Duties: See below

Percent of Time	Essential Functions
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 OT 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 OT will follow establsihed guidelines for the California Department of Public Health in generating assigned documents. On an on-going basis, assists the Section Chief in retrieving selected notes/files as needed, in order to prioritze and track assignments. Follows up will 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. Cretes and maintains databases, spreadsheets, charts, tables and graphs with current information as needed by the Section Chief. Receives daily, weekly and monthly reports relating to contracts and fiscal. The OT assists the AOS Chief, managers and other professional staff in extracting administrative and fiscal information from multiple sources to edit, consolidate, and track. Reviews contractor's administrative fiscal doucments to verify that required technical information is accurate and completed and to verify compliance with Network policies and procedures. Exercises a high degree of initiative and independent judgment on complex inquiries when responding to contractor's calls and emails for technical assistance and provides factual information to inquiries in order to complete assignments, as necessary, before forwarding on to 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 OT will work with the reprograhics' department in making multiple copies when requested.
20%	Maintains the Section Chief's calendar. Sets up meetings and sends out meeting notices. Adjusts the times/dates as necessary where conflicts come into play. Creates meeting agendas. Performs faxes and Xerox tasks for the Section Chief. Schedules and coordinates travel arrangements for the Section Chief, managers and their staff. The OT 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 intineraries and travel expenses; coordinates travel expense reinbursements. Tracks documentation accurately and keeps all binders and files current as well as updates travel summaries on the *Network* "G" drive. Processes timesheets for the Section Chief and managers within established timelines . Schedules meetings for large conferencing rooms for Policy, Planning and Evaluation Section Chief and managers. The OT 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 Institue (PHI), and CDPH. Assists in obtaining information from the intra-and internet to be used within the program.

Percent of Time	Marginal Functions
5%	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: Office Technician (Typing) (R. Riley)	**Position Number:** 580-310-1139-901
Unit:	
Section: Administrative Operations	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

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

Supervision Received: Under the direct supervision of the Office Services Supervisor II and general guideance of the Staff Services Manager II, Chief Administration Operations Section (AOS).
Supervision Exercised: None

Description of Duties: See below

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

Percent of Time **Essential Functions**

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

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

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

Percent of Time **Marginal Functions**

5% 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	Position Number
Public Health Nutrition Consultant II (M. Kmetz)	580-310-2162-901 (.60 FTE)

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Public Health Nutrition Consultant III (Supervisor), Chief Community Development Unit

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time	Essential Functions
40%	Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' in-kind contributions and matching funds work scopes regarding local strategies for promoting nutrition education and physical activity. Monitors and provides technical assistance to low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state and federal standards. The position is responsible for the review and approval of interim and final progress reports submitted to the *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 Statewide Collaborative, African American Task Force, and Food Security Task Force. Participates in CDPH internal workgroups and committees addressing community nutrition, physical activity and food security.
15%	Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Prepares Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.
10%	Participates in the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Works with Research and Evaluation 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	Position Number
Public Health Nutrition Consultant II (M. Kmetz)	580-310-2162-901 (.60 FTE)

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: 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 direct supervision of the Public Health Nutrition Consultant III (Supervisor), Chief Community Development Unit

Supervision Exercised: None.

Description of Duties: Please see below.

Percent of Time	Essential Functions
40%	Provides nutrition-related expertise in the annual review, approval, and monitoring of Local Incentive Awardees' in-kind contributions and matching funds work scopes regarding local strategies for promoting nutrition education and physical activity. Monitors and provides technical assistance to low-resource school districts, Indian tribal organizations, local health departments, and other public entities. Monitoring activities include: providing technical assistance on nutrition program planning and evaluation, conducting site visits, preparing site visit reports, reviewing and processing scope of work amendments. Develops and evaluates program standards, policies and procedures, and monitors application of the state and federal standards. The position is responsible for the review and approval of interim and final progress reports submitted to the *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 Statewide Collaborative, African American Task Force, and Food Security Task Force. Participates in CDPH internal workgroups and committees addressing community nutrition, physical activity and food security.
15%	Stays abreast of the scientific literature and assists in maintaining technical resources regarding social marketing principles, and community-based health promotion and community development interventions to promote healthy eating and physical activity. Prepares Requests for Applications (RFAs), planning guidelines, legislative proposals, bill analyses, and grant proposals.
10%	Participates in the technical design, implementation, and evaluation of a wide range of qualitative and quantitative pilot studies and evaluation projects dealing with nutrition/physical activity communications and interventions. Works with Research and Evaluation 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	Position Number
Public Health Nutrition Consultant III (Specialist) (C. Bilbrey)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None.

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

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

and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

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

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

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

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

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

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Regional Operations and Training

Section
Policy, Planning and Evaluation

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

Supervision Received: Under the direct supervision of the Health Program Manager II, Chief, Policy, Planning and Evaluation Section

Supervision Exercised: None.

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

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

Percent of Time	Essential Functions
15%	Maintains the scientific currency of the *Network's* consumer and intervention research base and formulates appropriate policies and interventions, including communication with partners and contractors and *Network for a Healthy California* advisory groups.
15%	In cooperation with other *Network* staff, assists with the completion of the annual *Network* state plan submitted to USDA and progress reports; participates in the preparation of progress and final reports for funding agencies.
15%	Provides expertise on appropriate evaluation processes for assessing the effectiveness of Regional Networks, including relevant appropriate process and outcome measures and relevant data collection systems. Works with the *Network's* Research and Evaluation Unit to ensure appropriate regional data is collected and for required *Network* reports.
10%	Develops the Technical portions of the departmental RFPs and RFAs such as: scope of work, technical evaluation criteria, and competitive selection process for specialized contractor/vendor services to produce diverse services and communications tailored to Network consumers and intermediaries.
10%	Prepares a wide variety of policy, management, technical, and scientific communications, including critical analyses, reviews, briefings, presentation, testimony, journal articles, reports, memos, and correspondence including tabular, graphic, statistical, and electronic displays.

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: 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: Under the direct supervision from the Chief, Program Development Section and lead direction from the PHNC III (Supervisor)
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

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (Vacant)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: 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: Under direct supervision from the Chief, Program Development Section and lead guidance from the PHNC III Supervisor.
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

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (S. Fagin)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None.

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

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

standards. The position will be responsible for the review and approval of semi annual, annual, and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

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

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

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

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

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

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (K. Ratcliff)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: 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: Under direct supervision from the Chief, Program Development Section and lead direction from the PHNC III, Supervisor.
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

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (L. Shelton)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

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

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

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (D. Moore)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: 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: Under the direct supervision of the Chief, Program Development Section and lead direction of the PHNC III (Supervisor).
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

Class Title	Position Number
Public Health Nutrition Consultant III (Specialist) (A. Peterson)	580-310-2166-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: None.

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

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

and final progress reports submitted to the *Network* by local contractors. Provides nutrition education consultation with annual training conference for *Network* LIAs and partners, along with ongoing technology transfer of information related to the field of social marketing.

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

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

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

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

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

Percent of Time **Marginal Functions**

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Public Health Nutrition Consultant III (Specialist) (J. Richardson)	Position Number: 804-508-2166-901
Unit: Regional Operations and Training	
Section: Policy, Panning and Evaluation	
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 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 direct supervision of the Health Program Manager II, Chief, Policy, Planning and Evaluation Section and lead direction of the Health Program Specialist II

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 Nutrition Networks funded by the *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; 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 RNN 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 RNNs. 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 including tabular, graphic, statistical, and electronic displays.
5%	Performs other duties as required.

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Supervisor) (A. Delisio)	580-310-2161-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit B

Section
Program Development Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary:
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: Under direct supervision of the Chief, Program Development Section.

Supervision Exercised:
Supervises 1 HPS, 2 AHPAs, 1 Health Educator/contract staff and provides lead direction for 4 PHNC III Specialists.

Description of Duties:
See below.

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

universities, city governments) and other public entities as required. Monitoring activities will include overseeing: technical assistance on nutrition program planning and evaluation, contract 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.

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 staffs follow up top implement the determined Network policy priorities.

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

Percent of Time **Marginal Functions**

5 % Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Public Health Nutrition Consultant III (Supervisor) (S. Mattingly)	580-310-2161-901

COI Classification
☒ Yes ☐ No

Unit
Community Development Unit A

Section
Program Development

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary:
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: Under direct supervision of Health Program Manager II, Chief, Program Development Section.

Supervision Exercised:
Supervises 1 PHNC II, I MST, and 2 Health Educator/contract staff. Provides general guidance to 3 PHNC III Specialists and 1 HEC

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.

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

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

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

Percent of Time **Marginal Functions**

5 % Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Program Technician II	**Position Number:** 580-310-9928-901
Unit:	
Section: Information Technology	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

Job Summary: 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 direct supervision of the Chief, Information technolgy Section, a Data Processing Manager II. 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 *Network* management.
30%	Enters and tracks receipt of federal share invoices and state share documentation reports into GIFTS. Inputs line item expenses from invoices and line item expenses from state share documentation reports. Enters contractor equipment purchase information, equipment tag numbers and subcontractor agreement information. Creates payments in GIFTS and enters payment dates. Updates line items in GIFTS budget. Enters encumbering memorandum information. Enters invoicing issues and other contractor problems into GIFTS. Generates fiscal management reports for contract managers and senior management.
10%	Updates the 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 *Network* 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 technicial assistance site visits and orientations for CM's. Coordinates site visit follow up reports, maintains desk review and site visit tracking log/calendar.

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

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

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title: Program Technician II (R. Brown)	**Position Number:** 580-310-9928-901
Unit:	
Section: Information Technolgy	
Branch: Cancer Control	
Division: Chronic Disease and Injury Control	

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

Job Summary: 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: Under direct supervision of the Chief, Information Technology Section, a Data Processing Manager II.

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 in information, memorandums of understanding, budget justifications and project summary information. Ma 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 *Network* 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 lcose out procedures are completed and archive closed out files.

Percent of Time	Essential Functions
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 technicial assistance site visits and orientations for CM's. Coordinates site visit follow up reports. Maintains desk review and site visit tracking log/calendar.

Percent of Time	Marginal Functions
5%	Coordinates placement of the annual Request for Application (RFA) on the *Network's* webiste and any subsequent RFA updates. Reviews incoming funding application documents submitted by contractors for completeness. Records state share and federal share budget projections from letters of qualification and intent into the accounting tracking log. Coordinates logistics for CM's review for funding application documents.
5%	Attends meetings, trainings, and performs other duties as required.

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Research Scientist II (Social/Behavioral Sciences) (.60) (J. Gregson)	580-310-5590-901

COI Classification
☐ Yes ☒ No

Unit
Research and Evaluation

Section
Policy, Planning and Evaluation

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 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 direct supervision of the Chief, Research 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 that test specific components or potential components of the evaluation framework of the N*etwork*, including project conceptualization, data collection, analysis, and evaluation/assessment for special topic areas, such as partnership network relationships and partnership leadership projects. Topics should be based on recommendations from or inspired by a previously-conducted external evaluation critique, and may include expansion of the existing framework, development of supplemental data or data systems, or new ways to utilize existing data. Incumbent will use innovative, creative research approaches for qualitative and quantitative data.
30%	Coordinates with the *Network* Geographic Information System (GIS) in developing data systems that can be used for geographically grounded evaluation. Assess the practicality, feasibility, and utility of linking environmental-level GIS data with individual-level data from surveillance surveys and local evaluation projects.

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

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

Percent of Time **Marginal Functions**

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

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title: Research Scientist Supervisor II (Socio/Behavior) (Vacant)	Position Number: 580-310-5656-001
Unit: Research and Evalution	
Section: Policy Planning & Evaluation	
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 Research Scientist Supervisor II (RSS II) is responsible for planning and implementation of ongoing population surveys, special studies and intervention evaluations for the Network.

Supervision Received: Under the Public Health Medical Administrator (PHMA I) Cancer Control Branch Branch Chief
Supervision Exercised: Serves as Unit Chief and full supervisor for a multidisciplinary staff composed of Research Scientists, other professional civil service classifications, as well as contract staff.

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

Percent of Time	Essential Functions
30%	The RSS II Supervisor provides supervision, administrative guidance and leadership to a multidisciplinary staff including research scientists in planning, organizing, and directing all research, surveillance and evaluation activities of the *Network*, in the Cancer Control Branch. The RSS II Supervisor directs development of research strategies/components, reviews and ensures grant applications are developed properly, manages budgets, forms research teams, and directs staff efforts in research and evaluation. Oversees the recruitment, training, mentoring, personnel evaluation, and tutoring in special skills of staff in the Unit.
20%	The RSS II Supervisor is responsible for the conceptualization, planning and implementation of formative and outcome evaluations of programs funded by the *Network*. This involves the conceptualization of evaluation goals and objectives, selection of appropriate evaluation designs and statistical techniques, development of

data collection instruments, quality control measures, analytic methods, and interpreting and drawing conclusions related to intervention of activity being evaluated. Prepares research components of grant applications.

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

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

15% The incumbent 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. The RSS II Supervisor directs efforts to disseminate findings and specific analyses via reports, peer-review journal articles, oral presentations, and data transfer via the State of California site on the World Wide Web. In this capacity, the RSS II Supervisor reviews and approves all information releases by directing study design, editing, and selecting release media.

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

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title: Research Scientist Supervisor II (Socio/Behavior) (Vacant)	Position Number: 580-310-5656-001
Unit: Research and Evalution	
Section: Policy Planning & Evaluation	
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 Research Scientist Supervisor II (RSS II) is responsible for planning and implementation of ongoing population surveys, special studies and intervention evaluations for the Network.

Supervision Received: Under the Public Health Medical Administrator (PHMA I) Cancer Control Branch Branch Chief
Supervision Exercised: Serves as Unit Chief and full supervisor for a multidisciplinary staff composed of Research Scientists, other professional civil service classifications, as well as contract staff.

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

Percent of Time	Essential Functions
30%	The RSS II Supervisor provides supervision, administrative guidance and leadership to a multidisciplinary staff including research scientists in planning, organizing, and directing all research, surveillance and evaluation activities of the *Network*, in the Cancer Control Branch. The RSS II Supervisor directs development of research strategies/components, reviews and ensures grant applications are developed properly, manages budgets, forms research teams, and directs staff efforts in research and evaluation. Oversees the recruitment, training, mentoring, personnel evaluation, and tutoring in special skills of staff in the Unit.
20%	The RSS II Supervisor is responsible for the conceptualization, planning and implementation of formative and outcome evaluations of programs funded by the *Network*. This involves the conceptualization of evaluation goals and objectives, selection of appropriate evaluation designs and statistical techniques, development of

data collection instruments, quality control measures, analytic methods, and interpreting and drawing conclusions related to intervention of activity being evaluated. Prepares research components of grant applications.

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

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

15% The incumbent 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. The RSS II Supervisor directs efforts to disseminate findings and specific analyses via reports, peer-review journal articles, oral presentations, and data transfer via the State of California site on the World Wide Web. In this capacity, the RSS II Supervisor reviews and approves all information releases by directing study design, editing, and selecting release media.

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

Employee's signature	Date	Supervisor' signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (E. Elespuru)	580-310-5157-901

COI Classification
☐ Yes ☒ No

Unit
Contract Operations Unit A

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Staff Services Analyst (SSA) is responsible for performing the less complex, varied, and technical analytical staff services assignments that are necessary to support contractual and fiscal functions of the statewide *Network for a Health California (Network)* program.

Supervision Received: Under the direct supervision the Chief, Contract Operations, Staff Services Manager I.

Supervision Exercised: None.

Description of Duties: Please see below:

Percent of Time	Essential Functions
40%	Under lead direction develops the Funding Application Package and Request for Applications (RFAs) and the subsequent contract language ensures all appropriate State, Federal, and intra-departmental policies and regulations are incorporated. Reviews and completes assessment of submitted applications. Responsible for developing negotiating, implementing, and monitoring contracts for the *Network's* Local Incentive Award (LIA) Program which includes public and private contractors (e.g., local health departments, city governments, universities, colleges, Indian Tribal Organizations, county office of education, school districts, and park and recreation agencies). Monitoring activities include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conducting site visits to ensure that documentation requirements are met, preparing site visit reports, and reviewing and processing budget adjustment requests or budget amendments.
30%	Assists with the development and evaluation of administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract work plans, the SSA will be responsible for the review and approval of fiscal portions of the LIA final progress reports. Audits and evaluates *Network* invoices for accuracy on contract, budget, mathematical computation, and costs appropriateness for assignmed contractors. Facilitates the invoice payment process through the CDPH Accounting Office. Tracks individual budgets and account records using Excel and/or a fund accounting software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes contractor's in-kind contributions to ensure all Federal/State qualifications and documentation/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*. Coordinates with Program Compliance Team (PCT) on Program Compliance Reviews of at least three to four assigned 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 minimumal direction. Prepares reports, documents, and correspondence in response to requests for 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 Work and Excel software. This includes development of spreadsheets, budgetary projections, recommendations for budget reduction/expansion, development of expenditure data including information on prior expenditures, rates if expenditures, and transferability of funds. Evaluates and compiles financial data for the annual *Network* plan and the mandated Annual Interim and Final Progress Reports that the Network submits to the United States Department of Agriculture (USDA) which controls funding.

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (C. Helmers)	804-508-5157-901

COI Classification
☐ Yes ☒ No

Unit
Contracts Operation Unit A

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Staff Services Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide California Nutrition Network (Network) program.
Supervision Received: Under the direct supervision of the Staff Services Manager I, Chief, Contracts Operation Unit A
Supervision Exercised: None

Description of Duties: See below.

Percent of Time **Essential Functions**

40% Under lead direction, develops, negotiates, implements, and monitors 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 SSA will be responsible for the review and approval of fiscal portions of LIA interim and final progress reports.

20% Assists with audits and evaluation of *Network* invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the DHS 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% Under lead direction, 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). Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.

10% Assists with 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

10% 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% Assists in the preparation of bill analyses, Budget Change Concepts/Proposals, and Finance Letters and 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	Position Number
Staff Services Analyst (M. Rinkel)	804-508-5157-901

COI Classification
☐ Yes ☒ No

Unit
Contract Operations Unit B

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing 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 California Nutrition Network (Network) program.
Supervision Received: Under the direct supervision of the Staff Services Manager I, Chief Contract Operations Unit B
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 California Nutrition Network (*Network*) program.

Percent of Time	Essential Functions
40%	Under lead direction, develops, negotiates, implements, and monitors 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 SSA will be responsible for the review and approval of fiscal portions of LIA interim and final progress reports.
20%	Assists with audits and evaluation of *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%	Under lead direction, 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). Prepares reports, documents, and correspondence in response to requests from various organizations including the public, health providers, and department personnel.
10%	Assists with 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**
10%	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%	Assists in the preparation of bill analyses, Budget Change Concepts/Proposals, and Finance Letters and 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	Position Number
Staff Services Analyst (Vacant)	580-310-5157-901

COI Classification
☒ Yes ☐ No

Unit
Program Compliance Review Team

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The incumbent is responsible for performing the analytical staff services duties of average to moderate difficulty that are necessary to conduct contractually required fiscal functions related to conducting, tracking and monitoring Program Compliance Reviews, Fiscal Compliance Progress Reports and Desk Review Program Improvement Plans for the *Network for a Healthy California (Network)* local contractors. Receives direction from the Chief of the Program Compliance Unit and Program Compliance Unit Lead of the Program, Planning and Evaluation Section at the *Network for a Healty California*.

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

Supervision Exercised: None

Description of Duties: Please see below

Percent of Time	Essential Functions
30%	Primary responsibility is to assist in the coordination, maintenance of providing daily oversight to the Program Improvement Plan (PIP) Follow Up Review process and tracking system. Assists in monitoring the progress with our funded projects on PIPs that were developed as a result of a program compliance review. Inputs pertinent information into PIP tracking log to monitor critical target completion dates in PIP; in order to request, review and track progress reports from contractors to ensure completion of PIP prior to subsequent follow up review. Meets with PC Unit Lead on a weekly basis to provide status report on PIP tracking system.
20%	Provides analytical assistance in performing preparative actions required for Program Improvement Plan (PIP) Desk Reviews for *Network* local contractors. Including pre-reviews and analysis of all internal documentations (PCR Site Visit Reports and Program Improvement Plans) for the contractor; inputs data into summary log to assist with identifying specific priority findings and fiscal documentation to be requested. Assists in the preparation and facilitation of all correspondence related to PIP follow up between the *Network* and funded contractors. Assists in developing procedures, negotiating and monitoring for Progress Reports and PIP Desk Reviews. Coordinates and schedules meetings with Network staff pertaining to PIP follow up. Updates GIFTS database software as required. Schedules PIP Follow Up Desk Reviews or On-Site Reviews with local contractors and state staff. Assists with the review of submitted documentation and subsequent report as necessary.

Percent of Time	Essential Functions
15%	Attends and assists in the Program Compliance Reviews as necessary. On-site reviews requires the incumbent to travel approximately 15 percent of the time. Travels to and from local contractor sites to assist in conducting administrative reviews on random samples equal to one quarter's worth of administrative and fiscal records. Assists with the on-site review by reviewing and analyzing a range of local agency site fiscal documents to monitor program compliance; reviewing local agency state share activities, federal share activities and analyzing systems to ensure compliance with USDA federal and State of California regulations. Assists with the subsequent Program Compliance Report and PIP based on the results of the review.
15%	Assist Unit Chief with Official PCR Contractor File Project to include development of file system, work with PCR Unit staff on collection of review documentation, reports, PIP's etc. to ensure all contractor files are complete. Assists in developing and maintaining an automated tracking system for contractor Program Compliance Review priority findings. This system would assist *Network* staff and management with identifying overall findings that are discovered during compliance reviews for future development of fiscal trainings, USDA compliance and additional technical support for all *Network* contractors.
10%	Assists with various additions and modifications to the development of additional PC related goals and objectives. Research, analyze, and formulate recommendations pertaining to special short term and long term projects related to Program Compliance work and the improved integration of compliance within the unit. (i.e. PIP Implementation, Desk Reviews, Progress Reports, Files, data compliation) Attends internal meetings to include the Contract Manager (CM) meetings, Contract Manager and Program Manager (CM/PM) meetings, PCR Team meetings, and special project assignment meetings. Assists in the development of training courses, conferences, annual meetings and advisory committee meetings and assists at these forums.

Percent of Time	Marginal Functions
5%	Assists in the preparation of fiscal reports, allocation reports and various other fiscal documentation to provide data to other professional staff and management using Microsoft Excel and Word. The incumbent must consistently keep abreast of all new or changing federal and state regulations.
5%	Performs other job-related duties as required.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst (C. Valenzuela)	580-310-5157-901

COI Classification
☒ Yes ☐ No

Unit
Special Projects and Regional Infrastructure

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Staff Services Analyst (SSA) is responsible for performing analytical staff services of average difficulty that are necessary to support contractual and fiscal functions of the statewide California Department of Public Health (CDPH), Cancer Control Branch (CCB), *Network for a Healthy California (Network)* program.
Supervision Received: Under the direct supervision of the Staff Services Manager I, Chief Special Projects and Regional Infrastructure Unit
Supervision Exercised: None

Description of Duties: Please see below

Percent of Time	Essential Functions
30%	Responsible for developing, negotiating, implementing, and monitoring contracts for the *Network* Special Projects and Regonal Infrastructure Unit. Monitoring activities include: providing technical assistance on fiscal, budget, and administrative portions of the contracts, conducting site visits and/or desk reviews to ensure that documentation requirements are met, preparing site visit and/or desk review reports, and reviewing and processing budget amendments. Develops and evaluates administrative standards, policies and procedures, and monitors application of those standards. In coordination with other professional staff who monitors contract workplans, the SSA will be responsible for the review and approval of fiscal portions of *Network* interim and final progress reports.
30%	Audits and evaluates invoices for accuracy on contract, budget, mathematical computation, and cost appropriateness for assigned contractors. Facilitates the invoice payment process through the CDPH Accounting Office. Tracks individual budgets and account records using Excel and/or with the Grants Information Fund Tracking System (GIFTS) software program. Prepares necessary encumbering and disencumbering documentation. Reviews, evaluates, and analyzes Local Incentive Award contractor's in-kind contributions to ensure all Federal/State qualifications and reporting/tracking requirements are met. Failure of contractors to do so would result in loss of Federal matching funds to the *Network*.
15%	Represents the *Network*, both orally and in writing, to control entities (i.e., CDPH Contract Management Unit, CDPH Accounting Office, CDPH Budgets Office, and the State Controller's Office) with minimal direction. Prepares reports, documents, and correspondence in response

to requests from various organizations including the public, health providers, and department personnel.

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

Percent of Time **Marginal Functions**

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

5% Other duties as required

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager I (R. Bonitz)	580-310-4800-901

COI Classification
☒ Yes ☐ No

Unit
Administrative and Fiscal Services

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: *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). 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: three (3) Associate Governmental Program Analysts; one (1) Associate Management Auditor; one (1) Accountant I; one (1) Management Services Technician, one (1) Program Administrator III (HPS I); one (1) Program Administrator II (AGPA); one (1) Program Administrator I, (State equivalent?, one (1) Contract Administrator II (Senior Accounting Officer); two (2) Accounting Assistant III (Program Technician III); 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) adminstrative/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: Under direct supervision of the Staff Services Manager II, Chief, Administrative Operations Section.

Supervision Exercised: Direct supervision of 12 technical/professional staff.

Description of Duties: The SSM I is the working supervisor of the Unit and performs the most difficult, sensitive and confidential work required of the Unit. The SSM I directs 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 priorizes 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 adminstrative staff who manage the $115 million, five-year personnel services master contract which includes the human resource services for approximatley 80 contract staff, administration of numerous special projects, budget management, purchasing, and clerical support activities.
15%	Supervises, oversees, and evaluates administrative and personnel support functions for the Unit. Provides guidance and training to Unit Chiefs in adhereing 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 SSMIs 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	Position Number
Staff Services Manager I (S. Doongursee)	580-310-4800-901

COI Classification
☒ Yes ☐ No

Unit
Special Projects and Regional Infrastructure Unit

Section
Administrative Operations Section

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: Four Associate Governmental Program Analysts, one Staff Services Analyst, two Associate Health Program Advisors, one Contract Administrator I, and two Contract Administrator IIs position.

Description of Duties: Please see below:

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

Percent of Time	Essential Functions

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

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

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

Percent of Time **Marginal Functions**

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager I (C. Miller)	580-310-4800-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit A

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: Supervises 5-6 Contract Managers.

Description of Duties: See below.

Percent of Time	Essential Functions
30%	Supervises on a daily basis 5-6 professional staff assigned as contract managers for LIA contracts. Assigns and prioritizes workload, reviews completed assignments for thoroughness, accuracy and consistency with program, departmental and federal policy. Provides contract and fiscal technical assistance to contract managers to ensure consistent and effective implementation of fiscal policies. Co-leads bi-weekly contract manager staff meetings and trainings of assigned contract management staff. Supervises the staff that develops the contract models for various contract types, as well as reviews contract packages for completeness. Supervises the staff that develops policies and procedures manuals and other tools for the contract managers. Coordinates development of form templates, training and distribution of policies and manuals with the Community Development Unit. Coordinates with the Program Compliance Team (PCT) contract and monitoring fiscal trainings of contractors.
20%	Acts as liaison with Community Development Unit. Works with stakeholder organizations, including California Nutrition and Activity (CAN-Act) which represents *Network* contractors to streamline contractor processes and procedures and to address contract and administrative issues. Coordinates with the PCT in developing and implementing fiscal compliance review and follow-up policies for contract management staff and tracks compliance progress in the GIFTS contract monitoring system. Serves on GIFTS team for training and development. Coordinates the completion of the LIA administrative section of the federal Education and Administrative Reporting System (EARS).

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.

Percent of Time Marginal Functions

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

Class Title	Position Number
Staff Services Manager I (A. Souza-King)	580-310-4800-901

COI Classification
☒ Yes ☐ No

Unit
Contract Operations Unit B

Section
Administrative Operations

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control

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

Job Summary: The Staff Services Manager I (SSM I) position is responsible for contract operations of the California Department of Public Health (CDPH) Network for a Healthy California (*Network*). Responsibilities include: 1) supervison of approximately 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: Under the direct supervision of 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.

Percent of Time Marginal Functions

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

Class Title	Position Number
Staff Services Manager II	580-310-4801-901

COI Classification
☒ Yes ☐ No

Unit
N/A

Section
Administrative Operations

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

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

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

Supervision Exercised: Directly supervises on a daily basis five unit managers who supervise over fifty employees: one Staff Services Manager I (SSM I) – Administrative and Fiscal Services Unit, one Staff Services Manager I (SSM I) - Special Projects and Regional Infrastructure Unit, two Staff Services Manager Is for each Contract Operations Unit, and one Health Program Manager I (HPM I) – Program Compliance Review Team. Also supervises a Health Program Auditor IV (HPA IV) and an Office Services Supervisor II.

Description of Duties: The incumbent manages all aspects of the *Network's* administrative functions including: managing the annual budget of approximately $200 million; accounting oversight and planning authority for fiscal transactions in the AOS; manages staff that is responsible for AOS personnel functions.

The incumbent also supervises the managers that plan and conduct the entire contracting processes for outgoing funds; manages the Office Administrator responsible for providing clerical support to the *Network*; oversees the processing of *Network* training transactions; recommends fiscal and administrative policy for federal, state, and local operations.

Percent of Time	Essential Functions
40%	The SSM II manages and enhances all aspects of the *Network's* administrative functions, including: Human Resources, budgets, accounting, contracts, purchasing, program compliance reviews, travel, training, attendance, and administrative support services. The incumbent has lead responsibility for managing a complex annual budget of approximately $200 million of combined state in-kind and federal financial participation matching dollars; has oversight and planning authority for accounting transactions in the *Network*; maintains effective working relationship with California Department of Public Health's (CDPH) Accounting Office to ensure integrity in fiscal activity, and provides supervisory guidance to the three high-level managers in the *Network* who are all responsible for fiscal issues; supervises the managers that

Percent of Time Essential Functions

plan and conduct the entire expenditure processes for outgoing funds including Requests for Proposals (RFPs), Requests for Applications (RFA's), and Interagency Agreements; manages the staff responsible for supervising, planning, organizing, and directing the complex work of staff that support all clerical functions for the *Network*; oversees managers who oversee the planning, acquisition, monitoring, and evaluation of all major solicitations (RFP's, RFA's, Interagency Agreements); assures that systems, office supplies, and office equipment meet the needs of the *Network*, oversees the staff that processes vendor invoices; supervises staff who oversee all aspects of the *Network's* in-state and out-of-state travel needs including the Out-of-State travel blanket, travel documents, and reimbursements; oversees the processing of the *Network* training transactions; recommends fiscal and administrative policy for federal, state, and local operations. Supervises the HPM I that plans, organizes, directs, and coordinates the contract monitoring and technical support components of the Program Compliance Unit, including evaluation of contractor performance and compliance with state and federal regulations and program/contract requirements. The HPM I ensures the United States Department of Agriculture (USDA) guidance is adhered to through Program Compliance Review staff conducting program compliance reviews (site visits) with all local funded contractors. This involves managing the oversight and coordination of site visits, review of state share and federal share expenditures, and programmatic activities.

20% The SSM II coordinates assigns and prioritizes workload for five unit managers, an HPA IV and an Office Administrator. Unit managers consists of SSM I - Administrative and Fiscal Services Unit, SSM I - Special Projects and Regional Infrastructure Unit, SSM I for each of the two Contract Operations Units, Office Administrator responsible for providing clerical support to the *Network,* and the HPA IV that serves as a technical advisor in the following administrative areas: accounting, contracts, fiscal, health program reviews, policies and procedures related to the conduct of the *Network.* The SSM II reviews completed assignments for thoroughness, accuracy, and consistency with program and departmental policy. Determines training needs and recommends specialized training and other staff development, evaluates staff performance, completes Probationary Reports, Individual Development Plans, and Performance Agreements in a timely manner and initiates and follows through with preventive, corrective, or adverse action when needed.

15% The incumbent oversees and directs managers in overall Section administration, program planning, policy development, and development of administrative procedures. Meets with and coordinates development of administrative and program policy in the *Network* with CDPH Administration, including high level managers of Contract Management Unit, Budget Office, Accounting, Human Resources, and the Legal Office, as well as state control agencies (e.g. Health and Human Services Agency, Department of Finance (DOF)), other state agencies (e.g. CDSS, University of California, California Department of Education, First 5 Commission), and the Federal Government (e.g. USDA, Centers for Disease Control and Prevention) to resolve administrative, human resources, fiscal, contractual, and legal issues involving the Section.

10% The SSM II manages staff that is responsible for the *Network's* human resources functions. This includes oversight and monitoring of the Department's automated Online Appointment/Separation Information System (OASIS) in the preparation of Request for Personnel Actions (RPAs) for the Cancer Control Branch.; preparation of RPAs for new hires, permissive reinstatements, transfers, promotions, reclassifications, and related personnel documents, including but not limited to duty statements, organization charts, freeze exemptions, hire above minimum, reclassification justifications, and other documentation required by Human Resources. Participates in the recruitment, selection, and placement of staff following Office of Civil Rights guidelines to ensure that qualified applicants for positions are recruited from all segments of the relevant work force.

Percent of Time Essential Functions

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

Percent of Time Marginal Functions

5% The SSM II establishes and maintains effective working relationships with federal, state, and local government agencies. Performs other duties as requested.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Staff Services Manager III (G. Sisneros)	580-310-4802-901

COI Classification
☒ Yes ☐ No

Unit

Section

Branch
Cancer Control

Division
Chronic Disease and Injury Control

This position requires that the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing with internal and external constituencies); develop and maintain knowledge and skills related to program administration, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

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

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

Supervision Exercised: This position directly supervises one Staff Services Manager II, Health Program Specialist I, 1 Associate Governmental Program Analyst, one Office Technician, and one Health Program Specialist II (Retired Annuitant). The Assistant Branch Chief also provides general direction and lead guidance to one Data Processing Manager II.

Description of Duties: See below:

Percent of Time	Essential Functions for the *Network* (FSNE Funded Activities)
30%	Directs, manages and supervises the day-to-day administrative operations of the *Network,* providing administrative and management guidance to section chiefs on complex issues including budget, financial projections and expenditures, new legislation, program development and bill analysis, special project planning and implementation, data collection, automation, regulatory changes, development of Request for Proposals, Request for Applications, Grant Applications, contracts, personnel, organization, and section general operations.
30%	Provides expertise and guidance in the development and implementation of *Network* (SNAP-Ed funded) programs and management of on-going programs and initiatives; and formulates policy in response to changing program objectives; plans, conducts, and coordinates *Network* (SNAP-Ed funded) projects.

20% Maintains external relations with relevant constituencies; represents the *Network* programs at high-level policy discussions within CDPH as well as external venues such as: state and national conferences; meetings with other state and federal agencies, local jurisdictions, and with public, private, and voluntary health entities. Represents the Branch Chief in her absence.

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

Percent of Time Marginal Functions

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

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

PROPOSED

Class Title	Position Number
Systems Software Specialist II (.50) (B. Sachdev)	580-310-1373-901

COI Classification ??
☐ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The Systems Software Specialist II (SSS II) serves as a high level technical subject matter expert in providing complex technical Geographic Information System (GIS) administration, support and maintenance for the California Department of Public Health's (CDPH) Center for Chronic Disease Prevention and Health Promotion (CCDPHP)/Network for a Healthy California (*Network*) GIS Viewer, and development server environments. Such support includes complex analysis, design, knowledge of hardware/software specifications, configuration, installation, data security, data confidentiality, problem analysis and resolution, system performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications that incorporate GIS technology across CCDPHP and providing a level of technical assistance to end user staff, scripting, evaluating software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, database backup/recovery and maintenance activities. The position carries significant consequences in making decisions, as these decisions can have a major impact on the security of confidential information within CDPH.

The SSS II is required to have specialized skills in systems analysis and design, GIS and SharePoint applications, business process reengineering, joint application development, and ongoing knowledge of current trends and advancements, support customer needs and have a high level of competence in these areas. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state Information Technology (IT) guidance and develop improvements to existing *Network* and CCDPHP IT/GIS capabilities.

Supervision Received: Under the direct supervision of the Data Program Manager !I

Supervision Exercised:

Description of Duties: The SSS II is the lead analyst and technical subject matter expert over the *Network* GIS viewer and CCDPHP SharePoint Web applications, including data security and management, maintenance of existing IT systems and software, transition to new systems and software, and major system changes for the *Network* GIS viewer. The SSS II is primarily responsible for: performing projects that require technical knowledge of a specific system design and architecture, and understanding of computer-based languages including Structured Quary Language (SQL), .NET (VB or C#), Java, XML, DHTML, and JavaScript; being a primary point of contact for leading project analysts over the development, coordination, and implementation of GIS application development for CCDPHP. The SSS II is knowledgeable of RDBMS and many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the *Network* and CCDPHP for management. The SSS II leads both contract and IT staff on troubleshooting and problem resolution efforts on complex database, Web application, and GIS helpdesk issues. The incumbent will also promote the use of CDPH's best practices, such as those related to project management, application development and contract administration. The SSS II researches and implements new technologies to support, manage, and administer the *Network* GIS Viewer and various SharePoint applications.

Percent of Time	Essential Functions
35%	Defining, documenting, and performing routine server maintenance and administrative functions, including software configuration and installation/upgrade, for servers hosting the *Network's* GIS viewer internally within CDPH. The SSS II performs project management functions for a large to medium sized GIS-related IT projects that include application development as well as business processes development. The SSS II has primary responsibility as the lead project analyst for development, coordination, and implementation of the *Network* GIS Viewer application and other highly complex GIS projects across CCDPHP. The SSS II will assist the contract GIS Project Manager and CDPH system administrators in the development, documentation, and maintenance of the *Network* GIS viewer environment. The SSS II will oversee CCDPHP's GIS applications and SharePoint applications in conjunction with CCDPHP contract staff/GIS Project manager and will be responsible for project documentation including feasibility studies, software configurations, protocols for development and testing, documenting process implementation of production-ready applications. The SSS II understands, supports, and promotes all IT standards and procedures. Demonstrates extensive knowledge of the organization's business enterprise and the ability to apply that knowledge in proposing and designing IT solutions, analytical techniques; technical report writing. Demonstrates a high level of technical skills when transitioning from existing IT environments to newer technologies. Works independently in effectively securing resources and expertise through proper channels while developing and managing large and complex systems. Demonstrates a wide variety of technical expertise in different and unrelated processes, as well as, identifying new issues with the various data systems. Evaluate business needs and develop innovative solutions. Provides project management, cost management, schedule work assignments, and set priorities. Leads project planning efforts; buils and maintains project life cycle work products, risk analyses, and contingency plan documents. Provides estimates of time and skills required for project plans. Negotiate product deliverables and timeframes. Incumbent will take the responsibility for substantial technical decision-making for team or staff. Incumbent demonstrates the basic competencies associated with team leadership; identifies new client IT issues or opportunities. Performs the in-depth analysis needed for management to make sound decisions. Has the ability to work independently in effectively securing resources and expertise through the proper channels within the CDPH organization while developing and managing advanced solutions. Includes in-person and telephone contacts outside the supervisory chain of command.
35%	As a technical subject matter expert in CCDPHP, the SSS II is a point-of contact for CDPH GIS software installation, configuration, security and maintenance. Provides technical consultation with programmers, vendors, contractors, end users, staff and management as necessary.

Serves as project liaison with the Planning and Project Management Branch to review Feasibility Study Reports (FSRs) that may contain GIS language/solutions to ensure necessary resources/technology to implement GIS projects and conduct procurements to acquire necessary goods and services.

The SSS II assesses and analyzes business and IT system requirements to determine if the GIS Viewer and SharePoint applications and other *Network*-funded IT projects are meeting CCDPHP business needs. The SSS II develops, implements and coordinates GIS plans consistent with CCDPHP and *Network's* business goals and objectives and the Department's overall business and IT strategies, including the CDPH Strategic Plan. The position meets with other technical staff and management in scheduling resources, developing timelines and resolving issues. The SSS II prepares documentation, proposals, and justifications, such as FSRs, procurement documents, technical specifications, server builds, etc. The SSS II assists CCDPHP's contract subject matter expert and GIS technical lead in CCDPHP on server administration, security, best practice recommendation for CDPH GIS services. Investigates, researches, documents, and produces an accurate analysis and recommendations on new technologies resulting in potential benefits to the *Network*, CCDPHP overall and CDPH. Provides assistance to CCDPHP program staff working on the implementation of new technologies and assist programs in the selection of new technologies. The SSS II is the lead analyst for CCDPHP in evaluating new hardware/software standards.

The incumbent must possess the ability to develop cost analysis for any infrastructure components of current and proposed GIS systems, web-based applications, SharePoint sites; including maintenance and operations, new components, upgrades, etc. The SSS II must be able to inform management, in a timely manner, when hardware warranties and software maintenance agreements are due for renewal, servers and associated software are not in compliance with Department standards, or hardware/software licensing. The incumbent must produce an accurate analysis of managed assets and statistical reports as required. The SSS II needs to have project management experience to direct, schedule and support projects of a department wide scope. Demonstrates the basic competencies associated with team leadership and project management; remains current with respect to evolving trends, industry standards and Microsoft best practices; demonstrates leadership in identifying new issues and in assisting management with the most sensitive issues; regular contact with IT staff, vendors, and external entities, such as the Information Technology and Services Division to coordinate problem solving and ensure conformity of methods and practices.

20% The SSS II assesses and analyzes CCDPHP user needs, problems and requests systems changes; identifies, evaluates, and recommends alternative design solutions, develops appropriate systems designs, hardware, and/or software needs, plans, and coordinates acceptance testing, review and approve user and system documentation. Provides lead responsibilities to staff in overseeing ongoing programming and management of web-based data collection efforts to include Semi-Annual Activity Reporting system used for tracking and reporting of section activities and results. Assists in the future planning, direction, and coordination of web-infrastructure activities in the Center that implement the use of GIS and SharePoint applications. Validates complex system changes by analyzing the applications function and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the Department's business enterprise, and the ability to work independently.

Demonstrates knowledge of evolving industry trends and standards; ability to apply this knowledge in evaluating alternative proposals and recommending optimal solutions.

Percent of Time **Marginal Functions**

5% Participates in CDPH's Web and Policy workgroups , Division monthly IT meetings, *Network* meetings, workgroups, planning committees, and other collaborative efforts to assure the applications meet meet the business needs of CCDPHP and *Network*. Participates in GIS

coordination functions, including but not limited to GIS Conferences, the California Mapping and Coordinating Committee and other essential workgroups and committees important to furthering GIS technology uses in CDPH.

5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Systems Software Specialist II (Technical) (P. Bacharaja)	580-310-1373-901

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The incumbent Systems Software Specialist, Technical (SSS II) serves as a high level technical subject matter expert in providing complex technical database administration, support, and maintenance of the *Network's* GIFTS database and systems environments. Such support requires experience in and knowledge of complex analysis, design, hardware/software specifications, configuration, installation, data security, problem analysis and resolution, system and application performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications and providing a level of technical assistance to end user staff, scripting, evaluating hardware/software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, database backup/recovery, and maintenance activities. The incumbent carries significant consequences in making decisions, as these decisions can have a major impact on the confidentiality, integrity, and availability of information within CDPH. The SSS II must be skilled in business process reengineering, joint application development, and willing to maintain knowledge of current trends and advancements to support evolving customer needs. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state information technology guidance, and develop improvements to existing Network capabilities. The incumbent will assist in support of operation and maintenance of installed local area networks (LANs). This person will act in a consulting role to the Network management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of CDPH. Ability to interface and work well with LAN administrators within the Department and Division is a must.

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

Supervision Exercised: N/A

Description of Duties:

The SSS II provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing data processing systems, transition to new data processing systems and major systems changes for the Network. The SSS II acts as lead project analyst over the development, coordination, and implementation of the GIFTS database and many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads IT staff on troubleshooting and problem resolution efforts on complex databases. The incumbent will also promote the use of CDPH best practices, such as those related to project management, application development and contract administration. This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

Percent of Time	Essential Functions
30%	Plans, organizes, and leads the efforts to develop, implement, and evaluate the GIFTS database system. Performs project management functions for large to medium sized IT projects that include application development as well as business processes. The SSS II primary responsibility as the lead project analyst for development, coordination, and implementation of the GIFTS database program and many highly complex IT projects. The incumbent will serve as the expert advisor for internal technical support maintaining and operating the Network's complex, centralized IT infrastructure. The *Network's* critical IT technical support functions include but are not limited to the creation, management, and maintenance of Network websites; database maintenance and development. Additionally, the SSS II will manage all online forms and surveys, data import/export, expand the use of the GIFTS database through training and development of functions and reports, and ensure the latest version of Microsoft Windows and Office is installed on computers and setting up unique applications such as File Transfer Protocol and GIFTS on all workstations.
30%	Plans, coordinates, and implements the ongoing improvement of a Section-wide database of information consisting of over 4,000 contracts and subcontracts. Develops the automated input of data for up to 200 local contractors. Ensures the oversight of the budget module which exceeds $200 million. Leads Section team to adapt and use GIFTS software to generate management reports for USDA, Contract Managers, Program Managers and Network managers. Develops a comprehensive plan to incorporate over 1,000 spreadsheets and databases into to centralized databases. Provides the ability to electronically deliver time-sensitive State and USDA data into the Network's centralized data schema and provides the ability to format the data per State and federal guidelines.
25%	Performs complex analysis, coordination, documentation, and implementation functions related to the GIFTS software processing assignments and identifies potential processing problems. Provides assignment status and makes recommendations to management on problem resolution efforts. Provides internal IT technical assistance in support of the CDPH. Ensures compliance with all CDPH policies and procedures related to IT. Provides technical assistance to other units concerning future programmatic needs; data security; data integrity; data management; database design needs; budgeting and inventory of all IT and AV equipment, including specifications and adherence to State IT standards for that purchased by local contractors; and other related issues.
10%	Plans, directs and coordinate the activities of the GIFTS database. Validates complex systems changes by analyzing the GIFTS functional and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the Department's business enterprise, and ability to work independently. Analyzes user needs, problems and requests system changes; identifies, evaluates and recommends

	alternative design solutions, develops appropriate system designs, hardware, and/or software needs, plans, and coordinates acceptance testing, review and approve user and system documentation. Provides technical leadership to staff and oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual activity Reporting system used for tracking and reporting of section activities and results. Works with local projects, other state Food Stamp and Nutrition Education programs, the federal government and its contractors to develop, design, test and refine web-based collection efforts, then import/export and manage data from over 200 contractors in the new USDA-required Education and Activity Reporting System. Proposes innovative and efficient hardware/software solutions pertaining to the systems performance and capacity planning, in an environment of both on-line and electronic batch data transfer and mainframe, client/server and PC platforms. Participates in Division monthly IT meetings, *Network* meetings, planning committees, and other collaborative efforts to ensure the applications meet the Network's business needs. **Marginal Functions**
5%	Attends professional organizations meetings and perform other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Systems Software Specialist II (Technical)	580-310-1373-901

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control

Division
Chronic Disease and Injury Control

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

Job Summary: The incumbent Systems Software Specialist (Technical) -- SSS II -- serves as a high-level technical subject matter expert in providing complex technical Web development, publication, administration, update, maintenance, and support of the *Network's* many Websites and Web-based materials, databases, and systems environments. This requires experience in and knowledge of complex Web analysis, design, architecture, software/hardware specifications, configuration, installation, security, standards of practice, principles, tools, problem analysis and resolution, as well as system and application performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications and providing a level of technical assistance to end user staff, scripting, evaluating hardware/software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, data backup/recovery, and maintenance activities. The incumbent carries significant consequences in making decisions, as these decisions can have a major impact on the confidentiality, integrity, and availability of information. The SSS II must be skilled in business process reengineering, joint application development, and willing to maintain knowledge of current trends and advancements to support evolving customer needs. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state information technology guidance, and develop improvements to existing Network capabilities. The incumbent will ensure coordination of the development, operations, upgrades, and policies and procedures of all sites with standards, practices, and technological advancements made in the overall department Web presence. The incumbent will assist in support of Web related operation and maintenance of installed local area networks (LAN). This person will act in a consulting role to the Network management regarding information technology solutions and will represent the *Network* in Web task forces and work groups.

This job requires a good understanding of the business needs and practices of the *Network* program, which promotes healthy eating and physical activity among California's low-income populations. It also requires excellent customer service, effective communications, expert technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and system/application users to properly analyze and recommend/provide effective technical solutions to problems and issues. A strong understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that *Network* hardware and software are used and maintained in compliance with the established administrative policy and the IT hardware and software standards of CDPH. Ability to interface and work well with other technical staff within the section, division, and department is a must.

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

Supervision Exercised: N/A

Description of Duties:

The SSS II provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing data processing systems, transition to new data processing systems/applications and major systems/applications changes for the *Network*. The SSS II acts as lead project analyst over the development, coordination, and implementation of Web based applications/systems as well as many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads IT staff on troubleshooting and problem resolution on complex Web efforts. The incumbent will also promote the use of CDPH best practices, such as those related to project management, application development and contract administration. This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

Percent of Time	Essential Functions
35%	Plans, organizes, and leads the efforts to develop, design, implement, maintain, and evaluate many educational, collaborative, and actionable *Network* Websites and SharePoints according to state and department standards. Performs project management functions for large to medium sized Web projects that include application development as well as business processes. The SSS II acts as the lead for highly complex projects involving the development, coordination, and implementation of Web based applications and systems. The incumbent will serve as the expert advisor for technical support, maintaining and operating the *Network*'s complex web infrastructure, providing complex web development, publication, administration, update, and maintenance of the *Network*'s many Websites and Web-based materials, databases, and systems environments. Manages all online forms, surveys, and data imports/exports. Responsible for coordinating all approval processes in managing Web content and design while ensuring that sites are current and relevant to *Network* target audiences. Proposes innovative and efficient hardware/software solutions pertaining to the systems performance and capacity planning, in an environment of both online and electronic batch data transfer, client/server and PC platforms.
30%	Expands the use of the centralized GIFTS database to include -- among others -- the Internet Grant Application Module (IGAM), provides training and support to internal and external customers on the use of IGAM and development of functions and reports, and ensures the latest version of MicroEdge GIFTS software is properly installed on *Network* computers. Identifies opportunities for utilizing the Web to reach *Network* target audiences. Ensures the integration of the Websites with overall Network branding strategies and across various public outreach campaigns. Coordinates an internal Web advisory team, soliciting and responding to feedback as necessary.
20%	Tracks and reports monthly on Website visitation statistics and responds to public queries received via the Web. Represents the *Network* on department Web task forces and work groups. Provides assignment status and recommendations to management on problem resolution efforts. Ensures compliance with all CDPH policies and procedures related to Web information technology. Assists users with Secure File Transfer account set ups and password resets (when needed). Develops and manages various listserves. Provides technical support and guidance on Web and Internet issues. Maintains current knowledge and information about Web standards and strategies, especially related to low-income populations and social marketing. Contributes this knowledge and information to strategic and operational plans, presentations and reports. Maintains working knowledge of large-scale Web architectures, data communication protocols, and network configurations. Maintains knowledge of the *Network* and department business. Analyzes user needs, problems and requests system changes. Identifies, evaluates, and recommends

10% **5%**	alternative Web design solutions. Coordinates appropriate system designs and specifications. Reviews and approves user and system documentation. Provides technical leadership to staff and oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual Activity Reporting System used for tracking and reporting of *Network* activities and results. Works with local projects, other state Food Stamp and Nutrition Education programs, the federal government and its contractors to develop, design, test and refine web-based collection efforts, then import/export and manage data from over 200 contractors in the new USDA-required Education and Activity Reporting System. . **Marginal Functions** Participates in division, branch, and *Network* meetings, planning committees, and other collaborative efforts to ensure the applications meet the *Network*'s business needs. Attends professional organizations meetings and perform other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date

DUTY STATEMENT

Class Title	Position Number
Systems Software Specialist II (Technical) (R. Garcia)	580-310-1373-901

COI Classification
☒ Yes ☐ No

Unit

Section
Information Technology

Branch
Cancer Control Branch

Division
Chronic Disease and Injury Control Division

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

Job Summary: The incumbent Systems Software Specialist, Technical (SSS II) serves as a high level technical subject matter expert in providing complex technical database administration, support, and maintenance of the Network's GIFTS database and systems environments. Such support requires experience in and knowledge of complex analysis, design, hardware/software specifications, configuration, installation, data security, problem analysis and resolution, system and application performance monitoring and tuning. Other responsibilities include providing leadership and technical expertise in the development of SharePoint applications and web-based applications and providing a level of technical assistance to end user staff, scripting, evaluating hardware/software packages, implementing and maintaining standards and procedures related to database design, configuration management, quality assurance, database backup/recovery, and maintenance activities. The incumbent carries significant consequences in making decisions, as these decisions can have a major impact on the confidentiality, integrity, and availability of information within CDPH. The SSS II must be skilled in business process reengineering, joint application development, and willing to maintain knowledge of current trends and advancements to support evolving customer needs. The SSS II performs as the lead analyst to implement federal policy initiatives, adhere to state information technology guidance, and develop improvements to existing Network capabilities. The incumbent will assist in support of operation and maintenance of installed local area networks (LANs). This person will act in a consulting role to the Network management regarding information technology solutions and must adhere to state information technology guidance and develop improvements to existing Network capabilities.

This job requires a good understanding of the *Network* business program and requires excellent customer service, effective communications, technical support, time management, and problem solving skills. The incumbent works with managers, technical staff, and systems users to properly analyze and recommend/provide effective technical solutions to problems and issues. A good understanding of information security principles, standards, and procedures for system and data backup and recovery is also required. It is the responsibility of the incumbent to ensure that network hardware and software are used and maintained in compliance with the established policy and IT hardware and software standards of CDPH. Ability to interface and work well with LAN administrators within the Department and Division is a must.

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

Supervision Exercised: N/A

Description of Duties:

The SSS II provides leadership and technical guidance to a multidisciplinary contractor systems staff and/or state staff. The incumbent leads, coordinates, and communicates with staff, customers, and management on a variety of special assignments relating to data security, maintenance of existing data processing systems, transition to new data processing systems and major systems changes for the Network. The SSS II acts as lead project analyst over the development, coordination, and implementation of the GIFTS database and many highly complex data collection efforts. The SSS II researches and develops statistical and ad hoc reports for various uses within the Network for management. The incumbent leads IT staff on troubleshooting and problem resolution efforts on complex databases. The incumbent will also promote the use of CDPH best practices, such as those related to project management, application development and contract administration. This position will have extensive interaction with over 200 contractors, the Information Technology Services Division (ITSD), the United States Department of Agriculture (USDA), and other states Food Stamp and Nutrition Education programs.

Percent of Time	Essential Functions
30%	Plans, organizes, and leads the efforts to develop, implement, and evaluate the GIFTS database system. Performs project management functions for large to medium sized IT projects that include application development as well as business processes. The SSS II primary responsibility as the lead project analyst for development, coordination, and implementation of the GIFTS database program and many highly complex IT projects. The incumbent will serve as the expert advisor for internal technical support maintaining and operating the *Network's* complex, centralized IT infrastructure. The *Network's* critical IT technical support functions include but are not limited to the creation, management, and maintenance of Network websites; database maintenance and development. Additionally, the SSS II will manage all online forms and surveys, data import/export, expand the use of the GIFTS database through training and development of functions and reports, and ensure the latest version of Microsoft Windows and Office is installed on computers and setting up unique applications such as File Transfer Protocol and GIFTS on all workstations.
30%	Plans, coordinates, and implements the ongoing improvement of a Branch-wide database of information consisting of over 4,000 contracts and subcontracts. Develops the automated input of data for up to 200 local contractors. Ensures the oversight of the budget module which exceeds $200 million. Leads Section team to adapt and use GIFTS software to generate management reports for USDA, Contract Managers, Program Managers and *Network* managers. Develops a comprehensive plan to incorporate over 1,000 spreadsheets and databases into to centralized databases. Provides the ability to electronically deliver time-sensitive State and USDA data into the Network's centralized data schema and provides the ability to format the data per State and federal guidelines.
25%	Performs complex analysis, coordination, documentation, and implementation functions related to the GIFTS software processing assignments and identifies potential processing problems. Provides assignment status and recommendations to management on problem resolution efforts. Provides internal IT technical assistance in support of the CDPH. Ensures compliance with all CDPH policies and procedures related to IT. Provides technical assistance to other units concerning future programmatic needs; data security; data integrity; data management; database design needs; budgeting and inventory of all IT and AV equipment, including specifications and adherence to State IT standards for that purchased by local contractors; and other related issues.
10%	Plans, directs and coordinates the activities of the GIFTS database. Validates complex systems changes by analyzing the GIFTS functional and technical design documentation. Requires working knowledge of large-scale database architectures, data communication protocols and network configurations; extensive knowledge of the Department's business enterprise, and ability to work independently. Analyzes user

	needs, problems and requests system changes; identifies, evaluates and recommends alternative design solutions, develops appropriate system designs, hardware, and/or software needs, plans, and coordinates acceptance testing, review and approve user and system documentation. Provides technical leadership to staff and oversees ongoing programming and management of web-based data collection efforts to include Semi-Annual activity Reporting system used for tracking and reporting of section activities and results. Works with local projects, other state Food Stamp and Nutrition Education programs, the federal government and its contractors to develop, design, test and refine web-based collection efforts, then import/export and manage data from over 200 contractors in the new USDA-required Education and Activity Reporting System. Proposes innovative and efficient hardware/software solutions pertaining to the systems performance and capacity planning, in an environment of both on-line and electronic batch data transfer and mainframe, client/server and PC platforms. Participates in Division monthly IT meetings, *Network* meetings, planning committees, and other collaborative efforts to ensure the applications meet the Network's business needs. . **Marginal Functions**
5%	Attends professional organizations meetings and perform other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date