

JOB DESCRIPTION AND POSITION CLASSIFICATION

SSJDC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Health Program Specialist I		POSITION NUMBER 531-100-8338-001	MCR 1	RPA # SSJDC - 012
APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Shakoora Azimi-Gaylon	SUPERVISOR'S CLASSIFICATION Deputy Executive Officer	
APPROVED BY (Personnel Analyst's Name)			DATE	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the direction of the Deputy Executive Officer, the incumbent will develop, implement, and evaluate strategies to raise public awareness of fish contamination issues, provide educational information on risk reduction techniques, and encourage fish-consuming populations to reduce their exposure to chemicals from consumption of contaminated fish from the Delta.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
	This position will be shared by two departments: the Sacramento-San Joaquin Delta Conservancy and the California Department of Public Health (CDPH). The employee will work primarily at the CDPH offices located at 850 Marina Bay Parkway, Building P, 3rd Floor in Richmond, California.			
	Essential Functions			
35%	Develop, implement, and evaluate training and technical assistance activities on fish contamination issues, and other related topics for CBOs, health care and social service providers, local agencies, and others. The purpose of the trainings and technical assistance will be to increase the participants' capacity to educate local communities about fish contamination in the Delta. The training may be provided through in-person workshops or online. The technical assistance may be provided through meetings, emails, or phone consultation. Evaluation activities may include pre/post-tests or surveys.			
30%	Develop, implement, and evaluate a small grant program to provide funding to community-based organizations (CBOs). The grant program will support educational activities to raise awareness about fish contamination issues and reduce exposure to chemicals from fish consumption. Educational activities may include community workshops, meetings, youth programs, cultural events, and media activities. The targeted audience for the educational activities will be consumers of Delta fish. Evaluation activities may include summaries of grantee project outcomes and grantee interviews.			
15%	Assist Delta Mercury Exposure Reduction Program (MERP) project staff in developing, disseminating, and evaluating culturally-sensitive, literacy level-appropriate health education messages, materials, and activities on fish contamination in the Delta. The health education messages may include the sources of contaminants in fish, the benefits and risks of fish			

<p>10%</p> <p>10%</p>	<p>consumption, advisories for the Delta and other locations, and options for adhering to the advisories. The number and type of messages, materials, and activities will be selected by the project staff with input from the stakeholder advisory group, taking into account the project budget, resources, and timeline. The materials and activities may include written materials (e.g., warning signs, brochures, and fact sheets), audio or visual materials (e.g., videos), or websites. Evaluation activities may include focus groups, interviews, or surveys.</p> <p>Assist project staff in convening and facilitating stakeholder advisory group meetings and evaluating the stakeholder involvement process. The stakeholder advisory group is comprised of agencies and organizations interested in addressing fish contamination issues in the Delta and include community-based groups; Tribes; local, state, and federal agencies; managers of fishing access locations; and others. Evaluation activities may include surveys or interviews with stakeholder advisory group members. The project staff will include Delta Conservancy staff, Water Board staff, and California Department of Public Health (CDPH) staff.</p> <p>Conduct outreach and coordinate educational activities with community-based groups, local agencies, and others to raise awareness of fish contamination issues and incorporate fish contamination messages into ongoing activities and programs. Specific activities could include having a local agency distribute educational materials, post a warning sign, or train its staff on fish contamination issues.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>SUPERVISOR'S NAME (Print) Shakoora Azimi-Gaylon</p>	<p>SUPERVISOR'S SIGNATURE ➤</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE ➤</p>	<p>DATE</p>

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Health Program Specialist I	POSITION NUMBER 531-100-8338-001	MCR 1	RPA # 006 - SSJDC
APPOINTEE		DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy	
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.		
	<p>Knowledge and Abilities</p> <p><u>Knowledge of:</u> Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.</p> <p><u>Ability to:</u> Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.</p> <p>Special Requirements</p> <ul style="list-style-type: none"> • There will be some travel to locations in the Delta to conduct training and technical assistance activities, attend stakeholder meetings, meet with local agencies on collaborative projects, etc. 		