

Tribal Relations Coordinator

Application Deadline: December 30, 2024

[Job Posting](#)

Are you passionate about advancing health equity? Do you want to join a team working to fundamentally transform CDPH's relationships with Tribal communities? The Office of Health Equity is looking for you! We believe authentic engagement, investment, and partnership builds trust with communities that have been historically excluded from decision-making and resources.

Position Description:

The Health Program Specialist II (HPS II) serves as the Department's Tribal Relations Coordinator. The Tribal Relations Coordinator will serve broadly as a subject matter expert on Tribal & American Indian/Alaskan Native Communities (AI/AN) population health, leading activities that include relationship building, project guidance, direction and oversight, training, coordination, technical assistance to support CDPH's outreach to Tribes and AI/AN communities. The Tribal Relations Coordinator will act as a bridge between CDPH's OHE and Tribal health partners, providing technical consultation to support the planning, implementation, monitoring, and evaluation of projects and activities designed to continue to improve public health response and recovery among California Tribes and Tribal communities.

The ideal candidate will be a trusted messenger and possess knowledge, passion, and experience working with Tribes and AI/AN-serving organizations. The ideal candidate will carry empathy and understanding of protocol when working with Tribes to support CDPH in recognizing diverse ways of knowing about health and healing. Organizational skills and flexibility to the changing needs and demands of the program are preferred.

Telework is available for this position in accordance with CDPH's Telework Policy and Procedures. The incumbent will be headquartered in the county nearest the residence of the selected candidate. The counties are: Contra Costa or Sacramento. The candidate may be required to report in-person to their headquarters two (2) days per week.

Salary Information:

\$7,064 - \$8,842 per month

Applicants new to State service will typically start at the bottom of the salary range. Staff are eligible for **annual merit salary increases** until they reach the maximum of their range. Staff also receive **annual cost of living adjustments** as negotiated by their union. State benefits are excellent including a defined benefit pension with **lifetime benefits** after vesting.

How to Apply:

For those new to applying to State government positions, there are two “steps” to complete:

Step 1: Establish Eligibility

Each open position is associated with a civil service classification. To be considered for any position, applicants must take an “exam” to get on the eligibility list for that classification. The exam is an online self-assessment questionnaire, and you will receive your score immediately after completion.

- [Read more about the HPS II series classification details and Requirements.](#)
- [Create a CalCareers account](#) and take the exam that corresponds to the position for which you’re applying:
 - [Health Program Specialist II \(HPS II\) Exam](#)
 - [Job Application Package Checklist](#)

Step 2: Apply to the Position

- After you take the exam and establish eligibility, you must then apply for the actual position itself. We highly encourage taking the exam prior to positions being listed to establish what classifications you can apply for.
 - [CalCareers Job Posting](#)
- Need help extra help navigating CalCareers? Check out the following resources:
 - [California Department of Human Resources Tutorial on How to Create an Account](#)

Questions?

- For any questions about the application process, please contact the CDPH Human Resources Division, (916) 445-0938 or visit: [Human Resources Division](#)
- For any questions about the position above, please contact Wendy Kaplan, Manager, Community Inclusion & Partnerships Section, Office of Health Equity Wendy.Kaplan@cdph.ca.gov