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June 12, 2018

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL TO EXECUTE A MASTER AGREEMENT WORK ORDER WITH PARTNERS IN DIVERSITY, INC. FOR THE PROVISION OF TEMPORARY PERSONNEL SERVICES TO SUPPORT THE TOBACCO CONTROL AND PREVENTION PROGRAM EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2020 (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Request approval to execute a Master Agreement Work Order with Partners In Diversity, Inc. for the provision of temporary personnel services to support the Department of Public Health Division of Chronic Disease and Injury Prevention's Tobacco Control and Prevention Program.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (DPH), or her designee, to execute a Master Agreement Work Order (MAWO), substantially similar to Exhibit I, with Partners In Diversity, Inc. (PID), for the provision of temporary personnel services to support DPH's Chronic Disease and Injury Prevention's Tobacco Control and Prevention Program (TCPP), effective July 1, 2018 through June 30, 2019, at a total maximum obligation not to exceed \$2,283,657; 100 percent offset by funding from the California Department of Public Health (CDPH), California Tobacco Control Program (CTCP).
2. Delegate authority to the Director of DPH, or her designee, to execute an amendment to the MAWO that extends the term up to one additional year, through June 30, 2020, at an annual maximum obligation not to exceed \$2,283,657, contingent upon the availability of funding and contractor performance, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).



BOARD OF SUPERVISORS

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 June 12, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow DPH to execute a MAWO with PID, as a result of a competitive work order solicitation (WOS) process, to provide up to 22 temporary personnel to support the TCPP project. These personnel will provide leadership, coordination, program management, general administrative support, and other specialized programmatic services that are professional, technical, and temporary to support DPH's tobacco control and prevention efforts throughout the County.

The 22 full-time temporary personnel will implement objectives related to tobacco control and prevention including: 1) participating in the planning, coordination, and implementation of a statewide Retail Environment Campaign; 2) expanding the county-wide tobacco control coalition, including youth engagement; 3) reducing youth access to tobacco products through the implementation of evidence-based jurisdiction-wide strategies; 4) reducing exposure to secondhand smoke in outdoor areas and multi-unit housing through the implementation of evidence-based jurisdiction-wide strategies; 5) increasing access to tobacco cessation support services; and 6) increasing education through media outlets related to the dangers of secondhand smoke, youth access to tobacco and other products, and availability of tobacco cessation resources.

On August 8, 2017, your Board was notified that DPH was exercising delegated authority to execute a MAWO to support 22 temporary personnel for DPH TCPP for the term of August 9, 2017 through June 30, 2018. During this time, DPH has been actively pursuing permanent County positions in excess of those which are provided for in the DPH staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the CEO.

DPH is working with the Department Human Resources on this request for permanent County positions; however, the request is still under review. Therefore, DPH is resoliciting for a new temporary personnel MAWO so that DPH can retain the personnel necessary to implement grant requirements under CDPH/CTCP. Once the County items have been allocated and filled, the corresponding temporary personnel positions will be de-funded.

Approval of Recommendation 2 will allow DPH to execute an amendment to the MAWO to extend the term for one year, if necessary, and provide additional funding to enhance and expand TCPP objectives and/or activities.

Implementation of Strategic Plan Goals

The recommended actions support Strategy II.2, Support the Wellness of Our Communities, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total maximum obligation for the TCPP MAWO is estimated not to exceed \$2,283,657 for the period effective July 1, 2018 through June 30, 2019; 100 percent offset by CDPH/CTCP grant funds.

There is no net County cost associated with this action. Funding is included in DPH's Final Changes Budget Request for fiscal year (FY) 2018-19 and will be included in future FYs as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1990, DPH TCPP has received funding from CDPH/CTCP for the provision of tobacco control

and prevention services. Currently, CDPH/CTCP funding supports efforts to decrease exposure to environmental tobacco smoke, counter pro-tobacco influences, and provide media advocacy. The tobacco control plan for Los Angeles County, which was approved by CDPH/CTCP, specifies that DPH contract with community-based agencies to provide services to reduce tobacco use through policy action and behavior change.

On April 5, 2016, your Board approved execution of Master Agreements with six (6) agencies for the provision of temporary personnel services and delegated authority to the Director of DPH, or her designee, to execute work orders under the Master Agreements with the following criteria for each work order: a) \$399,999 or less annually, DPH will notify your Board of the work order once approved by County Counsel; b) \$400,000 to \$699,999 annually, upon approval from County Counsel, DPH will provide two weeks advance written notice to your Board and, unless otherwise instructed, will execute the work order; and c) \$700,000 or more annually, DPH will return to your Board for approval.

On June 13, 2017, your Board delegated authority to the Director of DPH, or her designee, to execute a MAWO for temporary personnel services to support TCPP, effective upon MAWO execution through June 30, 2018, at a total maximum obligation not to exceed \$2,206,000, contingent upon the availability of CDPH/CTCP grant funds, subject to review and approval by County Counsel, and notification to your Board and the CEO.

On August 8, 2017, your Board was notified that DPH was exercising this delegated authority to execute a MAWO with Public Health Foundation Enterprises, Inc., in the amount of \$2,092,606, effective upon date of execution through June 30, 2018.

County Counsel has reviewed and approved Exhibit I as to use.

CONTRACTING PROCESS

On April 27, 2018, DPH issued a Temporary Personnel Services WOS for TCPP (TEMP-WOS-077) to the six (6) DPH Temporary Personnel Master Agreement Contractors qualified to provide temporary personnel services.

Bidders' written questions were due by May 4, 2018. There were no requests for a Solicitations Requirements Review.

By the due date of May 18, 2018, DPH received two (2) bids. No bids were received late or disqualified. The successful Bidder, PID, met all the requirements and submitted the lowest cost responsive bid.

The two (2) bidders requested preference program consideration: Public Health Foundation Enterprises as a Social Enterprise and PID as a Local Small Business Enterprise. Each met the required criteria and was granted the preference.

On May 23, 2018, notifications of the WOS results were sent to the two (2) bidders. One (1) Bidder submitted a Notice of Intent to Request a Proposed Contractor Selection Review (PCSR). No transmittal form to request a PCSR was received by the deadline.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Honorable Board of Supervisors

6/12/2018

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Approval of the recommended actions will allow DPH to continue and expand tobacco control and prevention efforts throughout Los Angeles County.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara Ferrer". The signature is written in a cursive, flowing style.

Barbara Ferrer, PhD, MPH, MEd

Director

BF:fs

BL #04295

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Master Agreement Number: PH-003153

Work Order Number: W10

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH
MASTER AGREEMENT WORK ORDER
FOR
TEMPORARY PERSONNEL SERVICES
PARTNERS IN DIVERSITY, INC.

This Master Agreement Work Order and Attachments made and entered into this 1st day of July, 2018 by and between the County of Los Angeles, Department of Public Health, hereinafter referred to as County and Partners in Diversity, Inc. (PID), hereinafter referred to as Contractor. Contractor is located at 690 East Green Street, Suite 101, Pasadena, California, 91101.

RECITALS

WHEREAS, on April 5, 2016 the County of Los Angeles and PID, entered into Master Agreement Number PH-003153 to provide temporary personnel services for the Department of Public Health; and

WHEREAS, Contractor submitted a response to Work Order Solicitation No. Temp-WOS-077 released by the County for Temporary Personnel services; and

WHEREAS, County has been allocated funds from the California Department of Public Health, California Tobacco Control Program that have been designated for this Master Agreement Work Order (MAWO); and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments under this MAWO and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-003153 shall remain in full force and effect.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Attachments A, B, C, D, E, and F are attached to and form a part of this MAWO. In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Attachments, or between Attachments, such conflict or inconsistency shall be resolved by giving precedence first to the Master Agreement, MAWO, and then to the Attachments according to the following priority.

Standard Attachments:

Attachment A – Statement of Work

Attachment B – Scope of Work – Goals and Objectives

Attachment C – Line Item Budget

Attachment D – Certification of No Conflict of Interest

Attachment E – Certification of Employee Status

Attachment F – Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

2.0 WORK

2.1 Pursuant to the provisions of this MAWO, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work, and Attachment B, Scope of Work - Goals and Objectives. This MAWO and its Attachments shall constitute the complete and exclusive statement of understanding between the parties relating to the subject matter of this MAWO.

3.0 TERM OF MASTER AGREEMENT WORK ORDER

The term of this MAWO shall be July 1, 2018 through June 30, 2019, unless sooner terminated or extended, in whole or in part, as provided in the Master Agreement. County shall have the option to extend the term up to one additional year.

4.0 CONTRACT RATES - PERSONNEL

Contractor shall provide temporary personnel services at the specified rates in Attachment C, Line Item Budget. Contractor shall not add or replace specified personnel without the prior written permission of the County Project Director or designee.

5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this MAWO, without cause, upon the giving of ten (10) calendar days' written notice to Contractor. As an alternative to cancellation, Director may, at her sole discretion, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this MAWO via written Amendment. To implement such, an Amendment to the MAWO shall be prepared by Director and executed by Contractor and by the Director pursuant to Master Agreement, Paragraph 8.0, Standard Terms and Conditions.

6.0 FUNDING SOURCE

Provision of services under this MAWO for TOBACCO CONTROL AND PREVENTION PROGRAM (TCPP) is 100 percent offset by funding from the California Department of Public Health (CDPH), California Tobacco Control Program (CTCP).

7.0 MAXIMUM TOTAL AMOUNT AND PAYMENT

- 7.1 The Maximum Total Amount that County will pay Contractor for all Services to be provided under this MAWO for TCPP shall not exceed the amount of Two Million, Two Hundred Eighty-Three Thousand, Six Hundred Fifty-Seven Dollars (\$2,283,657) for the period of performance commencing July 1, 2018 through June 30, 2019 unless otherwise revised or amended under the terms of this MAWO.
- 7.2 County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Line Item Budget, attached hereto and incorporated herein by reference.
- 7.3 Contractor shall satisfactorily perform and complete all required Services in accordance with Attachment A, Statement of Work, notwithstanding the fact that total payment from County shall not exceed the Maximum Total Amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the Attachment(s) including, but not limited to, any time spent on the preparation for such activities.
- 7.4 All invoices submitted by Contractor for payment must be submitted for approval to the County Project Manager, or designee, no later than thirty (30) calendar days after month end.
- 7.5 Upon expiration or prior termination of this MAWO, Contractor shall submit to County Project Manager, within thirty (30) calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoices to the

County Project Manager within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.

7.6 Contractor may request Director to modify the project budget. These requests will be reviewed and considered for approval if the Director determines that the requests are programmatically sound and fiscally appropriate. Additional budget modification instructions may be provided by County. The budget may only be modified after Contractor obtains the prior written approval of the Director. No modification shall increase the maximum total amount that County pays to Contractor as provided in Paragraph 7.1. Contractor may submit budget modification requests that seek to move funds within and between any budget categories. All budget modifications shall be incorporated into this MAWO by a written Change Notice executed by Contractor and the Director or designee.

8.0 CONFLICT OF INTEREST

Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this MAWO, further described in Master Agreement, Paragraph 8.9 Conflict of Interest.

9.0 MANDATORY COMPLETION DATE

Contractor shall provide all deliverables no later than the Completion Date identified in the Scope of Work - Goals and Objectives, Attachment B. The Contractor shall ensure all Services have been performed by such date.

10.0 SERVICES

In accordance with Master Agreement Subparagraph 3.3, Contractor may not be paid for any task, deliverable, service, or other work that is not specified in this MAWO, and/or that utilizes personnel not specified in this MAWO, and/or that exceeds the Total Maximum Amount of this MAWO, and/or that goes beyond the expiration date of this MAWO.

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ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS MAWO. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS MAWO ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT, REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY COUNTY PERSONNEL WHATSOEVER.

COUNTY OF LOS ANGELES

By: _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

PARTNERS IN DIVERSITY, INC.
CONTRACTOR

Signature: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY
COUNSEL

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____

Patricia Gibson, Chief
Contracts and Grant Division

#04294

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK**

1.0 DESCRIPTION OF SERVICES

- 1.1 Contractor and Contractor's personnel, providing services under this Master Agreement Work Order (MAWO), acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to the benefits, discipline, termination, salaries, and all other personnel provisions, as applicable, of the Contracting agency. Additionally, the Department of Public Health (DPH) may terminate the use of any of Contractor's assigned temporary personnel immediately, when it is determined by the Director of DPH, or her designee, that it would be in the best interest of DPH and/or the County to do so.
- 1.2 The purpose of this project is to hire 22 staff positions for the Tobacco Control and Prevention Program (TCPP) to continue to implement objectives related to tobacco control and prevention including but not limited to: 1) participating in the planning, coordination, and implementation of a statewide Retail Environment Campaign; 2) expanding the County-wide tobacco control coalition including youth engagement; 3) reducing youth access to tobacco products through the implementation of evidence-based jurisdiction-wide strategies; 4) reducing exposure to secondhand smoke in outdoor areas and multi-unit housing through the implementation of evidence-based jurisdiction-wide strategies; 5) increasing access to tobacco cessation support services; and 6) increasing education through media outlets related to dangers of secondhand smoke, youth access to tobacco and other products, and availability of tobacco cessation resources.

2.0 PROJECT TERM

- 2.1 The term of the TCPP shall be July 1, 2018 through June 30, 2019 unless sooner terminated or extended, in whole or in part, as provided in the MAWO.

3.0 COMPENSATION

- 3.1 County of Los Angeles (County) agrees to compensate Contractor on a cost reimbursement basis as described in the Master Agreement, Paragraph, COST REIMBURSEMENT.
- 3.2 Contractor shall provide the personnel in the specified job classifications at the specified rates submitted in response to WOS, Attachment C, Line Item Budget. Contractor shall not add or replace specified personnel without the prior written permission of the County Project Director or his/her designee.

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4.0 QUALITY ASSURANCE PLAN

- 4.1 The County will evaluate the Contractor's performance under this MAWO using the quality assurance procedures as defined in the Master Agreement, Paragraph COUNTY'S QUALITY ASSURANCE PLAN.
- 4.2 The County will evaluate Contractor's personnel performance under the resultant MAWO using the measures defined in Attachment B, Statement of Work - Goals and Objectives.

5.0 RESPONSIBILITIES

5.1 **COUNTY**

The County will administer the Contract according to Paragraph 6.0, Administration of Master Agreement.

5.2 **CONTRACTOR**

5.2.1 The Contractor will administer the Contract according to Master Agreement, Paragraph 7.0, ADMINISTRATION OF MASTER AGREEMENT – CONTRACTOR.

5.2.2 Pursuant to Master Agreement, Paragraph 7.5, BACKGROUND AND SECURITY INVESTIGATIONS, Contractor shall ensure that staff performing services under this MAWO undergo and pass a background and security investigation to the satisfaction of the County prior to hire and as a condition of continuing to perform services under this work order.

6.0 SPECIFIC DESCRIPTION OF SERVICES - TEMPORARY PERSONNEL

In order for DPH's Division of Chronic Disease and Injury Prevention (DCDIP) to meet project goals and objectives, Contractor's assigned temporary personnel must meet all the minimum qualifications as a condition of beginning and continuing work throughout the Project term.

Please note, when referenced:

- 1) Analysis of programs is defined as the study and investigation of issues and problems of program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.
- 2) A degree in a discipline related to the core business function of DPH includes those related to implementation and/or administration of public health

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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programs (or other related fields).

In addition to the terms and conditions specified in Master Agreement, Paragraph 7.3, APPROVAL OF CONTRACTOR'S STAFF, Contractor must provide County with appropriate documentation (e.g., copies of all required certificates, insurance, background/medical clearances, etc.) for each assigned temporary personnel which clearly demonstrates that the minimum requirements specified in the MAWO have been satisfied prior to beginning and continuing services under the resultant MAWO. Such documentation shall include, if applicable, any of the specified desirable qualifications.

6.1 Program Manager, (2.0 FTE)

These positions will oversee the planning and implementation of all Proposition 56 activities. The position's primary responsibilities will include oversight of the tobacco-related policy, programmatic, administrative, and evaluation components of the grant. These positions will be responsible for working with other programs in DPH, other County departments including the Department of Health Services (DHS), and a large number of public agencies and community organizations funded by the grant. These position will be responsible for ensuring the success of all tobacco-related components of the grant and for reporting progress to the Tobacco Control and Prevention Program (TCPP) Director.

6.1.1 The duties of the Program Manager include, but are not limited to:

- a. Work with the TCPP Director to plan grant activities and organize, assign, and coordinate the work of staff responsible for tobacco control and prevention program and policy implementation;
- b. Oversee the progress of funded external partners, identify problem areas, and institute corrective actions to ensure that all tobacco-related grant deliverables are met;
- c. Review the work of the tobacco control and prevention team for thoroughness, soundness of recommendations, and compliance with the standards, policies, procedures, and regulations of the California Department of Public Health (CDPH as well as the County;
- d. Serve as the primary point of contact with the CDPH regarding tobacco-related elements of the grant, including preparation of biannual progress reports and phone meetings with the CDPH;

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- e. Direct all external tobacco-related Proposition 56 communication activities, respond to media inquiries, and deliver community presentations;
- f. Coordinate and oversee the work of tobacco-related consultants hired to assist with programmatic and policy activities of the grant, as well as oversee the orientation, training, development, and evaluation of the team;
- g. Work with the TCPP Director to ensure that all tobacco control and prevention contract and budgetary issues are effectively addressed;
- h. Work with the TCPP Director to ensure that the evaluation plan related to tobacco control and prevention is developed and implemented in accordance with CDPH and TCPP requirements;
- i. Confer with the CDPH and other funded local health departments in California and across the nation to coordinate tobacco control and prevention activities and share best practices; and
- j. Represent DPH at State meetings and at other tobacco control and prevention regional and national meetings to report on grant activities.

6.1.2 Minimum Qualifications:

- A Bachelor's Degree and accredited college or university in a discipline related to the core business function of the department (e.g., health, public health, public policy and/or social work/social welfare) **–AND–** four (4) years of experience in the analysis of mental health or public programs. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one year of the required experience.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.1.3 Desirable Qualifications:

- Experience in policy development, adoption, and/or implementation;
- Content expertise in tobacco control and prevention;

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- Experience working with community-based agencies on building collaboratives/coalitions;
- Experience in program planning, evaluation, and grant management;
- Experience with contract management;
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint);
- Ability to make effective presentations to both professional groups and the public; and
- Excellent oral and written communication skills.

6.2 Program Analyst, (5.0 FTE)

These positions will manage the TCPP contracts selected through Request for Proposals (RFP) and sole source under Proposition 56 to reduce exposure to secondhand smoke and increase access and utilization of effective smoking cessation services. The positions will serve as technical experts, management consultants, and liaisons to community and city partners working toward the passage and implementation of policies. The positions will coordinate collaborative efforts with funded partners, including convening and facilitating meetings, developing and implementing community action plans, ensuring progress toward policy passage and implementation, providing input and analysis on the content of proposed policies, researching and analyzing best practices, developing and overseeing evaluation methodologies, and providing public health expertise and data.

6.2.1 The duties of the Program Analysts include, but are not limited to

- a. Work with the TCPP Director, Clinical/Preventative Services Coordinator, and other staff within the TCPP to develop, implement, and evaluate policy and program efforts that support the goals and objectives of Proposition 56;
- b. Coordinate collaborative efforts with funded tobacco control and prevention partners providing leadership, education, technical assistance, and coalition building and make recommendations regarding modification of programs and policies;
- c. Convene and facilitate meetings with funded partners regarding policy development and grant implementation;
- d. Develop community action plans in collaboration with funded partners and ensure progress toward policy passage and implementation;

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- e. Collaborate with funded partners to develop evaluation plans, instruments, and tools and ensure progress toward completion of evaluation activities;
- f. Collaborate with administrative staff in reviewing and approving budgets, budget modifications, invoices, and reports from funded partners;
- g. Develop and implement a local tobacco control and prevention campaign, which includes conducting needs assessments, developing campaign strategies, building/broadening local tobacco control and prevention coalitions, and assisting in process and outcome evaluations;
- h. Work with legal counsel to provide model tobacco control and prevention policy language to cities;
- i. Prepare reports, correspondence, position papers, articles, and power point presentations related to tobacco control and prevention goals, activities, and milestones;
- j. Support funded partners in conducting tobacco control and prevention campaigns including reviewing and approving flyers, newsletters, and news articles;
- k. Review and analyze grant applications, participate in evaluation and selection process, and make recommendations regarding applicant qualifications; and
- l. Collaborate with DPH staff to develop tobacco control and prevention contracts including SOWs, budgets, program descriptions, requirements, and contract language.

6.2.2 Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department (e.g., health, public health, public policy and/or social work/social welfare) **-AND-** three (3) years of experience in the analysis of public or non-public programs including those in public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department (e.g., health, public health, public policy and/or social work/social welfare) may be substituted for one (1) year of the required experience.

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- A valid California driver’s license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.2.3 Desirable Qualifications:

- Experience in policy development, adoption, and/or implementation;
- Content expertise in tobacco control and prevention;
- Ability to make effective presentations to both professional groups and the public;
- Experience working with community-based agencies on building collaboratives/coalitions;
- Ability to work independently and within a team environment to manage multiple work tasks in a timely manner;
- Excellent oral and written communication skills;
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint);
- Experience with contract management a plus; and
- Team player with strong interpersonal skills and a commitment to internal and external relationship building.

6.3 Assistant Program Analyst, (3.0 FTE)

These positions will work with staff to manage TCPP to reduce secondhand smoke exposure and increase access to and utilization of effective smoking cessation services among County residents most impacted by tobacco use. These positions will assist staff in coordinating collaborative efforts with funded partners including convening and facilitating meetings, developing and implementing community action plans, and ensuring progress toward policy passage.

6.3.1 The duties of the Assistant Program Analyst include, but are not limited to:

- a. Assist staff within the TCPP to develop, implement, and evaluate policy and program efforts that support the goals and objectives of Proposition 56;
- b. Assist in the coordination of collaborative efforts with funded tobacco control and prevention partners providing leadership, education, technical assistance, and coalition building;

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- c. Assist in facilitating meetings with funded partners regarding policy development and grant implementation;
- d. Assist in the development of community action plans in collaboration with funded partners and ensure progress toward policy passage and implementation;
- e. Assist in the development of evaluation plans, instruments, and tools;
- f. Assist in the development and implementation of a local tobacco control and prevention campaign which includes conducting needs assessments and developing campaign strategies;
- g. Assist in building/broadening local tobacco control and prevention coalitions and assist in process and outcome evaluations;
- h. Assist in the preparation of reports, correspondence, position papers, articles, and power point presentations related to tobacco control and prevention goals, activities, and milestones; and
- i. Assist in the review of grant applications and participate in the evaluation and selection process.

6.3.2 Minimum Qualifications:

- A Bachelor's degree from an accredited college or university in a discipline related to the core business function of the department (e.g., health, public health, public policy and/or social work/social welfare) **-AND-** Two (2) years of experience in the analysis of public or non-public programs including those in public health, public policy and/or social work/social welfare.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.3.3 Desirable Qualifications:

- Knowledge of tobacco control and prevention including tobacco cessation services;
- Experience in policy development, adoption, and/or implementation;

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- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Ability to make effective presentations to both professional groups and the public.

6.4 Clinical/Preventative Services Coordinator, (1.0 FTE)

This position will serve as the Clinical/Preventative Services Coordinator of the TCPP and Other Preventive Services strategies, overseeing the management of day-to-day administrative activities related to the Scope of Work (SOW) for system-level preventive services; outreach to the medical community and allied health professionals (e.g., nurses, social workers, medical assistants, etc.); and implementation of community interventions that improve public access to prevention services.

6.4.1 The duties of the Clinical/Preventative Services Coordinator include, but are not limited to:

- a. Oversee the day – to – day operations of the Tobacco Control and Prevention Clinical and Other Preventive Services program;
- b. Manage key administrative and operational processes in the program, including matters related to public relations, health education, and community planning;
- c. Lead the development and implementation of outreach to the medical community and other allied health professionals as outlined in the Proposition 56 SOW.
- d. Direct health policy development efforts related to clinical preventive services (e.g., clinical guidelines development; advising on nursing and other health professional procedures and standards of practice, developing in-service training, etc.);
- e. Oversee all administrative support for programmatic and public health work performed by nurses and other clinical staff working on TCPP projects; and
- f. Represent TCPP at local meetings and at other regional and national meetings to report on the accomplishments of the program.

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6.4.2 **Minimum Qualifications:**

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing and one (1) year clinical experience –**OR**– Bachelor’s degree in a field of the behavioral or social sciences and any combination of relevant education and/or experience totaling five (5) years.
- A valid California driver’s license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.4.3 **Desirable Qualifications:**

- Master’s degree in behavioral or social sciences and three (3) years work experience –**OR**– doctoral degree (e.g., PhD, DrPH, DO, etc.) and one (1) year post-doctoral clinical research experience;
- Excellent networking and communications skills;
- More than five (5) years of experience in a public health or healthcare related field;
- Health policy, health services research, and/or preventive medicine experience; and
- Knowledgeable about the health care system environment.

6.5 **Evaluation Lead, (1.0 FTE)**

This position will provide guidance to meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will provide expert guidance on evaluation designs, data management, and data analysis and supervise the day-to-day operations of the evaluation component. This position will direct and coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will manage such operational processes as database security, Health Insurance Portability and Accountability Act (HIPAA) compliance, and confidential data management and analysis for projects initiated and maintained by the TCPP project, and will lead the production of required deliverables such as reports, manuscripts, and peer-reviewed articles. The position will also supervise the Evaluation Coordinators.

6.5.1 The duties of the Evaluation Lead include, but are not limited to:

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- a. Train and supervise technical (e.g., master- and/or doctoral-level) in connection with the research and evaluation projects of TCPP;
- b. Plan, design, conduct, and interpret evaluation and original research related to chronic disease prevention and control including health impact assessments;
- c. Provide oversight of grants and cooperative agreements that support epidemiologic/research/evaluation studies on chronic disease, nutrition, and health conditions;
- d. Function as a consultant for DPH relative to research and evaluation activities;
- e. Lead the management and tabulation of large datasets from ACCESS databases for use in Statistical Analysis System (SAS) and ARCVIEW GIS and maintain an inventory of computer equipment and software licenses;
- f. Supervise data analysis (e.g., univariate, multivariate analysis, etc.) to test research and/or evaluation hypotheses and the effects of public health programs on population health;
- g. Plan, oversee, and evaluate the program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation; and
- h. Supervise grant development in terms of study design, data collection and power calculations, editing, tabulation, and analysis.

6.5.2 Minimum Qualifications:

- A Ph.D. or other doctoral degree from an accredited college or university with specialization in epidemiology or its equivalent discipline and two (2) year's post-doctoral research experience planning, designing, implementing, and evaluating health-related surveillance, epidemiologic studies and field investigation **-OR-** A Master's Degree from an accredited college or university in a specialization in epidemiology or its equivalent and five (5) years of experience in designing, conducting, and evaluating epidemiologic studies and field investigations.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative

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method of transportation when needed to carry out job-related essential functions.

6.5.3 Desirable Qualifications:

- Excellent oral and written communication skills;
- Peer-review publication track record;
- Experience in SAS, Stata, and other statistical software programming;
- Experience in supervising data management and analysis; and
- Experience in leading study design and study implementation.

6.6 Evaluation Coordinator, (2.0 FTE)

These positions will contribute to expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will develop evaluation designs, manage data, and conduct data analysis and supervise the day-to-day operations of the evaluation component. This position will coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will also supervise the Evaluation Analyst, as needed.

6.6.1 The duties of the Evaluation Coordinator include, but are not limited to:

- a. Train and supervise technical (e.g., master- and/or doctoral-level) and clerical personnel in connection with the research and evaluation projects of Proposition 56;
- b. Coordinate the planning, design, conduct, and interpret evaluation and original research related to chronic disease prevention and control including health impact assessments;
- c. Assist the Evaluation Lead with oversight of grants and cooperative agreements that support epidemiologic/research/evaluation studies on chronic disease, nutrition, and health conditions;
- d. Monitor the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and maintain an inventory of computer equipment and software licenses;
- e. Supervise data analysis (e.g., univariate, multivariate analysis, etc.) to test research and/or evaluation hypotheses and the effects of public health programs on population health;

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- f. Assist the Evaluation lead with the program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation; and
- g. Assist with grant development in terms of study design, data collection and power calculations, editing, tabulation, and analysis.

6.6.2 Minimum Qualifications:

- A Master's Degree from an accredited college or university in a specialization in epidemiology or its equivalent- **AND**- three (3) years of experience in designing, conducting, and evaluating epidemiologic studies and field investigations.
- A valid California C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.6.3 Desirable Qualifications:

- A Ph.D. or other doctoral degree from an accredited college or university with specialization in a field of the of behavioral science, health policy, public policy, experimental science, implementation science, social science, health services research or an equivalent discipline;
- Excellent oral and written communication skills;
- Peer-review publication track record;
- Experience in SAS, Stata, and other statistical software programming;
- Experience in supervising data management and analysis; and
- Experience in leading study design and study implementation.

6.7 Evaluation Analyst, (1.0 FTE)

This position will help meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will help provide the data management and analysis support required for the day-to-day operation of the evaluation component of Proposition 56. The position will assist and coordinate the planning, design, and implementation of research and evaluation plans needed to conduct investigation and fieldwork related to the various grant priority areas. The positions will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles.

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6.7.1 The duties of the Evaluation Analyst include, but are not limited to:

- a. Assist the evaluation team with the development and implementation of relevant study designs and projects and support data collection for Proposition 56;
- b. Perform research and evaluation duties including data entry, cleaning, management, and analysis;
- c. Provide support to the evaluation studies of chronic disease, nutrition, and health conditions related to aging;
- d. Perform the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and help maintain an inventory of computer equipment and software licenses;
- e. Provide support to program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation findings;
- f. Contribute to grant development and project design in terms of literature search, data collection, power calculations, editing, tabulation, and data analysis; and
- g. Represent Proposition 56 at community meetings and educate community stakeholders, collaborators, and public health professionals about epidemiologic trends and research/evaluation resources related to chronic disease prevention and control.

6.7.3 **Minimum Qualifications:**

- A Master's degree in a field of the behavioral, public policy, health policy, public health, social sciences or equivalent, and one (1) year's post master's research experience – **OR** – a Bachelor's degree in a field of the behavioral, public policy, health policy, public health, social sciences, or equivalent, and any combination of relevant education and/or experience totaling three (3) years;
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.7.3 **Desirable Qualifications:**

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- Excellent oral and written communication skills;
- Experience in SAS, Stata, and other statistical software programming;
- Experience in ArcView Geographic Information System (GIS)/mapping;
- Experience in mixed methods (qualitative as well as quantitative designs);
- Experience in data entry, cleaning, and management; and
- Experience in data analysis.

6.8 Communication Coordinator, (1.0 FTE)

This position will serve as a technical expert and consultant to management on issues related to media and communications under Proposition 56. This position will analyze and make recommendations for the effective use of media and communications resources, the implementation and oversight of media contracts, programs and operations, and the refinement of communications efforts.

6.8.1 The duties of the Communications Coordinator include, but are not limited to:

- a. Develop a strategic communications plan for grant deliverables, including a project management timeline;
- b. Manage the day-to-day work product timelines and deliverables with the media firm;
- c. Collaborate with Proposition 56, County, a media firm, and subcontracted agencies to develop, implement, and maintain a culturally-appropriate Countywide public education media;
- d. Work closely with Division and Project management to respond to requests for information from the media regarding the Project;
- e. Review and approve grant materials pertaining to branding;
- f. Direct the dissemination of messages through traditional and nontraditional media channels, and contribute content to the Proposition 56 website and coordinating social media outlets;
- g. Assemble, coordinate, and produce monthly e-newsletter for internal and external audiences;

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- h. Prepare regular reports on the progress of the grant communications deliverables for Proposition 56, DPH, and other partners;
- i. Evaluate the overall effectiveness of the grant's media program efforts; and
- j. Other duties as assigned.

6.8.2 Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of DPH.
- Five (5) to seven (7) years of experience in communications program planning, health communications program planning, public relations, media relations, media advocacy, or other marketing or advertising background.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.8.3 Desirable Qualifications:

- Experience managing large-scale media projects;
- Experience working in public health, government agency, or non-profit organization;
- Experience working on grant-funded projects;
- Ability to act with judgment, confidence and personal initiative;
- Ability to work in a fast-paced and highly visible work environment;
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint, Access) and experience with Adobe Design Suite (InDesign, Illustrator, Photoshop); and
- Bilingual (English/Spanish).

6.9 Assistant Communication Coordinator, (1.0 FTE)

The Assistant Communication Coordinator will be responsible for supporting the grant communications objectives and supporting the DCDIP Chief of Communications in the day-to-day oversight of grant print and graphics projects. Additionally, the Assistant Communication Coordinator will manage social media and website updates in a timely manner to increase awareness of TCPP's smoking cessation efforts.

6.9.1 The duties of the Assistant Communication Coordinator include, but

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are not limited to:

- a. Support the development and implementation of a Countywide culturally-appropriate public education media campaign;
- b. Confer with Program Analysts to identify trends and key group interests and concerns affecting the 0-5 target population;
- c. Develop a social media calendar and website content to disseminate key project messages;
- d. Assemble and coordinate production of publications/marketing materials for internal and external audiences;
- e. Assist in the development of monthly e-newsletters content;
- f. Provide technical assistance on media and communications efforts to Project staff;
- g. Assist in preparing reports for Proposition 56, DPH, and other partners;
- h. Prepare and communicate updates and project findings to key stakeholders;
- i. Monitor media efforts (earned and paid media) and evaluate the effectiveness of social media tools utilized throughout the grant; and
- j. Other duties as assigned.

6.9.2 Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of DPH.
- Two years of experience in the field of health communications, communications program planning, public relations, media relations, or media advocacy either in a staff or volunteer/intern position.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.9.3 Desirable Qualifications:

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- Excellent writing, editing, proof reading and overall communication skills;
- Knowledge of media production, communication and dissemination tactics and methods;
- Strong interpersonal skills and a commitment to relationship-building, both internally and externally;
- Ability to act with judgment, confidence and personal initiative;
- Ability to work in a fast-paced and highly visible work environment;
- Experience working in public health, government agency, non-profit organization;
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint, Access) and experience with Adobe Design Suite (InDesign, Illustrator, Photoshop); and
- Bilingual (English/Spanish).

6.10 Graphic Designer, (1.0 FTE)

The Graphic Designer will be responsible for the creation of the community settings initiative printed and online visual design including advertising, marketing, and communications. The Graphic Designer will have knowledge of video editing tools and will be well versed in creating graphic design elements for Proposition 56.

6.10.1 The duties of the Graphic Designer include, but are not limited to:

- a. Provide creative support in integrating brand and style guidelines in the TCPP's smoking cessation efforts;
- b. Manage print projects from creative phase to development including coordination with print vendors through production;
- c. Create visual content for website and social media outreach;
- d. Provide graphic support for the Project including e-newsletters, brochures, research briefs and reports, promotional incentives, visual presentations and multimedia project; and
- e. Other duties as assigned.

6.10.2 **Minimum Qualifications:**

- A minimum of two (2) years graphic design, web design and marketing in the preparation and production of manual and graphic art presentations. Experience should be in graphic art procedures,

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layout and lettering, artwork preparation, graphic design, illustration, spot illustration, advertising design, and typography.

- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.10.3 Desirable Qualifications:

- Ability to create high-quality original designs for print, web, and digital media;
- Fluent in current graphic design practices and software, such as Adobe Photoshop, Adobe Illustrator, Adobe InDesign and Adobe After Effects;
- Experience working in a public health, government agency or nonprofit organization;
- Strong technical knowledge of how web-based technologies apply to web design such as HyperText Markup Language (HTML), Flash and Cascading Style Sheets (CSS) and WordPress;
- Team player with strong interpersonal skills and a commitment to relationship-building, both internally and externally;
- Superior communication, organization, and presentation skills;
- Ability to prioritize, organize, and coordinate work;
- Excellent oral and written communication skills.

6.11 Finance Supervisor, (1.0 FTE)

This position will be responsible for planning, coordinating, and implementing Proposition 56's initiatives as they relate to financial and fiscal requirements to ensure compliance with applicable rules and regulations in accordance with the CDPH and County protocols.

6.11.1 The duties of the Finance Supervisor include, but are not limited to:

- a. Support the TCPP Director, Division Finance Manager, and DCDIP Executive and Management staff by overseeing the daily operation and administration of the project including fiscal and contractual oversight, overseeing budgets and budget modifications, ensuring that expenditures are tracked and invoices are paid;
- b. Prepare and submit all required reports to CDPH, DPH Finance Division, collects contractor data, prepares data spreadsheets, and summarize fiscal progress to date;

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- c. Draft and finalize grant budgets, budget narratives, budget adjustments, and budget projections and historical expenditures;
- d. Supervise the two (2) Fiscal Analysts;
- e. Review the work of Fiscal Analysts for thoroughness, soundness of recommendations, and compliance with applicable standards, policies, procedures and regulations;
- f. Prepare fiscal monthly and/or quarterly reports to CDPH, prepare data spreadsheets, and summarize progress to date; and
- g. Other duties as assigned.

6.11.2 Minimum Qualifications:

- A Bachelor's Degree from a graduate school with specialization in Accounting, Business Management or Administration, or closely related field.
- Four (4) years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, procedure, budget or personnel.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.11.3 Desirable Qualifications:

- Master's degree in business management, public administration, finance, or a related field;
- Experience in accounting and budget management;
- Experience in providing fiscal and administrative oversight to complex organizational structures;
- Experience in analyzing, monitoring, and modifying budgets and/or fiscal required supporting documents;
- Ability to pay close attention to detail; and
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint).

6.12 Fiscal Analyst, (2.0 FTE)

These positions will provide a full range of administrative support, independent analysis and recommendations for the solution of highly complex management problems in the areas of organization, staffing,

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program planning, systems and procedures, facility planning, budget, and general management and personnel. The positions will analyze and make recommendations to troubleshoot various operational and administrative problems related to contractor invoicing and purchasing processes, especially protocols with significant consequences in terms of cost and efficiency.

6.12.1 The duties of the Fiscal Analyst include, but are not limited to:

- a. Assist in developing guidelines, standards and procedures for fiscal and administrative processes for TCPP;
- b. Support yearly auditing of contracts to ensure that contractors have required policies and procedures in place;
- c. Assist in reviewing budgets and budget modifications, ensure that expenditures are tracked and invoices are paid, and maintain communication with DCDIP and DPH Finance Units;
- d. Assist in preparing monthly and quarterly reports to funding agency (programmatic and fiscal); collect contractor data and prepare data spreadsheets; and summarize progress to date; and
- e. Other duties as assigned.

6.12.2 **Minimum Qualifications:**

- A Bachelor's degree from an accredited college or university in Business or Accounting or any closely related field -OR- Three (3) years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget, or personnel.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.12.3 **Desirable Qualifications:**

- Ability to type, proof read, and prepare correspondence with minimal supervision;
- Computer literate and skilled in use of MS Windows-based programs including MS Office (Word, Excel, PowerPoint);
- Experience assisting in budget drafting or revising budget justifications for grant expenditures and compiling supportive data;

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- Accounting skills;
- Experience in preparation of fiscal reports and recommendations;
- Ability to work in a professional manner, with courtesy and tact, and maintain confidentiality and security of documents and information;
- Ability to work collaboratively with multidisciplinary professionals and partners both internally and externally; and
- Strong organizational skills, initiative and follow-through.

6.13 Office Assistant, (1.0 FTE)

This position will provide administrative and clerical support for TCPP.

6.13.1 The duties of the Office Assistant include, but are not limited to:

- a. Perform general administrative duties such as scheduling and supporting events, preparing travel and mileage claims, and purchasing requests;
- b. Assist with data collection, data management, and entry of surveys;
- c. Assist with preparation of materials, reports, and/or presentations;
- d. Disseminate information to community partners through various communication channels including developing web-based communications and email updates, and assisting in teleconference and in-person meetings;
- e. Maintain important records, demonstrate interpersonal communication, and possess good planning, and organizational skills;
- f. Streamline procedures and create effective administrative systems;
- g. Manage multiple project demands and deadlines; and
- h. Other duties as assigned.

6.13.2 **Minimum Qualifications:**

- Two years' of highly responsible secretarial experience providing assistance to executive level staff and managing special projects or assignments –**OR**– three (3) years of experience providing secretarial support to supervisors overseeing a unit or program.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of

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transportation when needed to carry out job-related essential functions.

6.13.3 Desirable Qualifications:

- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint);
- Ability to maintain important records and demonstrate interpersonal communication, planning, and organizational skills;
- Ability to streamline procedures and create effective systems;
- Ability to work collaboratively with multidisciplinary professionals and partners, both internally and externally;
- Ability to manage multiple project demands and deadlines;
- Ability to work in a professional manner; and
- Ability to maintain confidentiality and security of documents and information.

7.0 HOURS/DAYS OF WORK

7.1 Work shift for all temporary personnel

7.1.1 All positions will be required to work 40 hours per week, unless a flexible work schedule (e.g.: 9/80) or an alternative work schedule is approved by the County Program Director or Supervisor. The normal working schedule will be daytime (within 7 a.m. and 7 p.m.), Monday through Friday. For select employees, there may be occasional evening and/or weekend hours. Staff scheduling will be adjusted to accommodate telecommuting, working off site, and flexible work schedules in order to meet program goals and objectives.

7.1.2 All schedules, including requests for overtime, require the prior written authorization of the Tobacco Control and Prevention Director, or his designee.

8.0 WORK LOCATION

Services described herein shall be provided at 3530 Wilshire Blvd., Los Angeles, CA 90010; or Department designated office and/or according to a written authorization to telecommute or remote working arrangement as needed.

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STATEMENT OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2018 – June 30, 2019

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1 Contractor will recruit and hire 22 qualified temporary personnel staff (staff) to perform activities associated with the Tobacco Control and Prevention Program. Attachment A, SOW, provides a detailed description of temp personnel needed.	<p>a. Submit a hiring plan for Division of Chronic Disease and Injury Prevention (DCDIP) staff for approval.</p> <p>b. Prepare job descriptions with DCDIP input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from the Division. [DCDIP to participate in interviews, referrals and provide final approval of candidates.] Los Angeles Department of Public Health (DPH) to complete background checks.</p> <p>c. Hire staff and prepare personnel files.</p> <p>d. Staff report to contractor and DCDIP for new hire procedures and initial work orientation. Contractor ensures that new hire procedures are in accordance with County requirements and ensures that staff attends mandated County trainings.</p>	<p>Within five (5) days of award</p> <p>Within one month of execution of this agreement</p> <p>Upon hire</p> <p>Upon hire through June 30, 2019</p>	<p>a. Letter(s) of DCDIP approval and related material will be kept on file.</p> <p>b. Completed materials will be kept on file and results documented in monthly reports to DCDIP.</p> <p>c. Personnel files and timecard reports will be kept on file.</p> <p>d. Employee time records, new hire records and staff training records to be maintained on file with employer for review by DCDIP during audit and technical reviews.</p>

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CONTRACTOR NAME: Partners In Diversity, Inc.

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TERM: July 1, 2018 – June 30, 2019

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1A Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	a. Contractor will provide employment procedures and policies to DCDIP for review to include an overview of timekeeping and other key elements.	Within five (5) days of notification of award notice	a. Letter(s) of DCDIP approval and related material will be kept on file.
	b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.	Upon hire	b. Contractor will maintain training records.
	c. Contractor will maintain and update employee files with all employment records and evaluations.	Upon hire through June 30, 2019	c. Contractor will maintain all employee files.
	d. Contractor will ensure annual evaluations for all staff are conducted by appropriate supervisor.	12 months after date of hire through June 30, 2019	d. Contractor will maintain all annual evaluations in employee files.
	e. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits including at a minimum, health and dental insurance coverage.	Ongoing through June 30, 2019	e. A monthly report of payments will be submitted with detailed invoice on a monthly basis 30 days in arrears.
	f. Contractor will ensure out-of-town travel is pre-approved by both staff's supervisor and temporary personnel agency prior to submitting to DPH for reimbursement.	Ongoing through June 30, 2019	f. Contractor will submit out of town travel requests to applicable supervisor and maintain documentation in employee files.

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CONTRACTOR NAME: Partners In Diversity, Inc.

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TERM: July 1, 2018 – June 30, 2019

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	g. Contractor will ensure mileage and parking reimbursement claim forms are reviewed and approved by applicable supervisor	Ongoing through June 30, 2019	g. Contractor will submit mileage and parking reimbursement claim forms to DPH on a monthly basis.
	h. Contractor will provide vacation/holiday/sick time balances for each employee and ensure it is used each term.	Monthly through June 30, 2019	h. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.
	i. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order.	Monthly through June 30, 2019	i. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy.
	j. Contractor will comply with the annual requirements of the DPH administrative review.	Annually	j. Contractor responses will be maintained in e-records in PDF format by DPH.
	k. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	30 days after end of the budget period	k. DPH Financial Services Division (FSD) and DCDIP will maintain record of invoicing.

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CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2018 – June 30, 2019

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1B Staff will be HIPAA certified in compliance with County DPH policy prior to employment.	<ul style="list-style-type: none"> a. Staff will provide HIPAA certification with application. If not available, Contractor will assist candidates by making available HIPAA training modules. b. DPH HIPAA compliance trainings will be completed. 	<ul style="list-style-type: none"> Upon execution of MAWO Upon hiring 	<ul style="list-style-type: none"> a. Certificates indicating completion of trainings will be kept on file. b. Certificates indicating completion of trainings will be kept on file
1C Contractor will ensure that staff perform all responsibilities of the contracted work as assigned.	<ul style="list-style-type: none"> a. Monitor progress of temporary personnel to ensure performance is at the required standards to fulfill the responsibilities of the contracted work. 	<ul style="list-style-type: none"> Upon hiring and ongoing through June 30, 2019 	<ul style="list-style-type: none"> a. Completed performance evaluation materials will be kept on file and results documented in monthly report to DCIP.
1D Assist with monitoring and compliance funder reporting requirements.	<ul style="list-style-type: none"> a. Assist DPH staff in collecting data needed, including quarterly fiscal and administrative data, expenditures, hiring, number of FTEs, hours worked, and recruitment progress. 	<ul style="list-style-type: none"> Ongoing through June 30, 2019 	<ul style="list-style-type: none"> a. Completed materials will be kept on file and results documented in reports to DCDIP.

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CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

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TERM: July 1, 2018 – June 30, 2019

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>2. Program Manager, (2.0 FTE)</p> <p>These position will oversee the planning and implementation of all Proposition 56 activities. The position's primary responsibilities will include oversight of the tobacco-related policy, programmatic, administrative, and evaluation components of the grant. These positions will be responsible for working with other programs in DPH, other County of Los Angeles (County) departments including the Department of Health Services (DHS), and a large number of public agencies and community organizations funded by the grant. This position will be responsible for ensuring the success of all tobacco-related components of the grant and for reporting progress to the Tobacco Control and Prevention Program (TCPP) Director.</p>	<p>a. Work with the TCPP Director to plan grant activities and organize, assign, and coordinate the work of staff responsible for tobacco control and prevention program and policy implementation;</p> <p>b. Oversee the progress of funded external partners, identify problem areas, and institute corrective actions to ensure that all tobacco-related grant deliverables are met;</p> <p>c. Review the work of the tobacco control and prevention team for thoroughness, soundness of recommendations, and compliance with the standards, policies, procedures, and regulations of the California Department of Public Health (CDPH) as well as the County;</p> <p>d. Serve as the primary point of contact with the CDPH regarding tobacco-related elements of the grant, including preparation of biannual progress reports and phone meetings with the CDPH;</p>	<p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

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CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

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TERM: July 1, 2018 – June 30, 2019

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	e. Direct all external tobacco-related Proposition 56 communication activities, respond to media inquiries, and deliver community presentations;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Coordinate and oversee the work of tobacco-related consultants hired to assist with programmatic and policy activities of the grant, as well as oversee the orientation, training, development, and evaluation of the team;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Work with the TCPP Director to ensure that all tobacco control and prevention contract and budgetary issues are effectively addressed;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Work with the TCPP Director to ensure that the evaluation plan related to tobacco control and prevention is developed and implemented in accordance with CDPH and TCPP requirements;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	i. Confer with the CDPH and other funded local health departments in California and across the nation to coordinate tobacco control and prevention activities and	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

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	share best practices; and j. Represent DPH at State meetings and at other tobacco control and prevention regional and national meetings to report on grant activities.	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
3. Program Analyst, (5.0 FTE) These positions will manage the TCPP contracts selected through Request for Proposals (RFP) and sole source under Proposition 56 to reduce exposure to secondhand smoke and increase access and utilization of effective smoking cessation services. The positions will serve as technical experts, management consultants, and liaisons to community and city partners working toward the passage and implementation of policies. The positions will coordinate collaborative efforts with funded partners, including convening and facilitating meetings,	a. Work with the TCPP Director, Clinical/Preventative Services Coordinator, and other staff within the TCPP to develop, implement, and evaluate policy and program efforts that support the goals and objectives of Proposition 56; b. Coordinate collaborative efforts with funded tobacco control and prevention partners providing leadership, education, technical assistance, and coalition building and make recommendations regarding modification of programs and policies; c. Convene and facilitate meetings with funded partners regarding policy development and grant implementation; d. Develop community action plans in collaboration with funded partners and	Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations Documented on monthly statement of activities, interim progress reports, and performance evaluations Documented on monthly statement of activities, interim progress reports, and

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developing and implementing community action plans, ensuring progress toward policy passage and implementation, providing input and analysis on the content of proposed policies, researching and analyzing best practices, developing and overseeing evaluation methodologies, and providing public health expertise and data.	ensure progress toward policy passage and implementation;		performance evaluations
	e. Collaborate with funded partners to develop evaluation plans, instruments, and tools and ensure progress toward completion of evaluation activities;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	f. Collaborate with administrative staff in reviewing and approving budgets, budget modifications, invoices, and reports from funded partners;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	g. Develop and implement a local tobacco control and prevention campaign, which includes conducting needs assessments, developing campaign strategies, building/broadening local tobacco control and prevention coalitions, and assisting in process and outcome evaluations;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	h. Work with legal counsel to provide model tobacco control and prevention policy language to cities;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	i. Prepare reports, correspondence, position papers, articles, and power point	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations

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	<p>presentations related to tobacco control and prevention goals, activities, and milestones;</p> <p>j. Support funded partners in conducting tobacco control and prevention campaigns including reviewing and approving flyers, newsletters, and news articles;</p> <p>k. Review and analyze grant applications, participate in evaluation and selection process, and make recommendations regarding applicant qualifications; and;</p> <p>l. Collaborate with DPH staff to develop tobacco control and prevention contracts including SOWs, budgets, program descriptions, requirements, and contract language.</p>	<p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p>	<p>performance evaluations</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations</p>
<p>4. Assistant Program Analyst, (3.0 FTE)</p> <p>These positions will work with staff to manage TCPP to reduce secondhand smoke exposure and increase access to and utilization of effective smoking</p>	<p>a. Assist staff within the TCPP to develop, implement, and evaluate policy and program efforts that support the goals and objectives of Proposition 56;</p> <p>b. Assist in the coordination of collaborative efforts with funded tobacco control and prevention partners providing leadership,</p>	<p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

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cessation services among County residents most impacted by tobacco use. These positions will assist staff in coordinating collaborative efforts with funded partners including convening and facilitating meetings, developing and implementing community action plans, and ensuring progress toward policy passage.	education, technical assistance, and coalition building;		
	c. Assist in facilitating meetings with funded partners regarding policy development and grant implementation;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Assist in the development of community action plans in collaboration with funded partners and ensure progress toward policy passage and implementation;	Upon hire through June 30, 2019\	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Assist in the development of evaluation plans, instruments, and tools;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Assist in the development and implementation of a local tobacco control and prevention campaign which includes conducting needs assessments and developing campaign strategies;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Assist in building/broadening local tobacco control and prevention coalitions and assist in process and outcome evaluations;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Assist in the preparation of reports,	Upon hire through	Documented on monthly statement of

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	correspondence, position papers, articles, and power point presentations related to tobacco control and prevention goals, activities, and milestones; and i. Assist in the review of grant applications and participate in the evaluation and selection process.	June 30, 2019 Upon hire through June 30, 2019	activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
5. Clinical/Preventative Services Coordinator, (1.0 FTE) This position will serve as the Clinical/Preventative Services Coordinator of the TCPP and Other Preventive Services strategies, overseeing the management of day-to-day administrative activities related to the Scope of Work (SOW) for system-level preventive services; outreach to the medical community and allied health professionals (e.g., nurses, social workers, medical assistants, etc.); and implementation of community interventions that	a. Oversee the day – to – day operations of the Tobacco Control and Prevention Clinical and Other Preventive Services program; b. Manage key administrative and operational processes in the program, including matters related to public relations, health education, and community planning; c. Lead the development and implementation of outreach to the medical community and other allied health professionals as outlined in the Proposition 56 SOW. d. Direct health policy development efforts related to clinical preventive services (e.g., clinical guidelines development; advising	Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

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improve public access to prevention services.	<p>on nursing and other health professional procedures and standards of practice, developing in-service training, etc.);</p> <p>e. Oversee all administrative support for programmatic and public health work performed by nurses and other clinical staff working on TCPP projects; and</p> <p>f. Represent TCPP at local meetings and at other regional and national meetings to report on the accomplishments of the program.</p>	<p>Upon hire through June 30, 2019</p> <p>Upon hire through June 30, 2019</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
<p>6. Evaluation Lead, (1.0 FTE)</p> <p>This position will provide guidance to meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will provide expert guidance on evaluation designs, data management, and data analysis and supervise the day-to-day operations of the evaluation</p>	<p>a. Train and supervise technical (e.g., master-and/or doctoral-level) in connection with the research and evaluation projects of TCPP;</p> <p>b. Plan and design evaluation and original research related to chronic disease prevention and control including health impact assessments;</p> <p>c. Provide oversight of grants and cooperative agreements that support epidemiologic/research/evaluation studies</p>	<p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

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<p>component. This position will direct and coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will manage such operational processes as database security, Health Insurance Portability and Accountability Act (HIPAA) compliance, and confidential data management and analysis for projects initiated and maintained by the TCPP project, and will lead in the production of required deliverables such as reports, manuscripts, and peer-reviewed articles. The position will also supervise the Evaluation Coordinators.</p>	<p>on chronic disease, nutrition, and health conditions;</p>		
	<p>d. Function as a consultant for DPH relative to research and evaluation activities;</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>e. Lead the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and maintain an inventory of computer equipment and software licenses;</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>f. Supervise data analysis (e.g., univariate, multivariate analysis, etc.) to test research and/or evaluation hypotheses and the effects of public health programs on population health;</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>g. Plan, oversee, and evaluate the program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation; and</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>h. Supervise grant development in terms of study design, data collection and power</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and</p>

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	calculations, editing, tabulation, and analysis.		performance evaluations.
<p>7. Evaluation Coordinator, (2.0 FTE)</p> <p>These positions will contribute to expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The positions will develop evaluation designs, manage data, and conduct data analysis and supervise the day-to-day operations of the evaluation component. This position will coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will also supervise the Evaluation Analyst, as needed.</p>	a. Train and supervise technical (e.g., master-and/or doctoral-level) and clerical personnel in connection with the research and evaluation projects of Proposition 56;	Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Conduct and interpret evaluation and original research related to chronic disease prevention and control including health impact assessments;	Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist the Evaluation Lead with oversight of grants and cooperative agreements that support epidemiologic/research/evaluation studies on chronic disease, nutrition, and health conditions;	Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Monitor the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and maintain an inventory of computer equipment and software licenses;	Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Supervise data analysis (e.g., univariate, multivariate analysis, etc.) to test research	Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and

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	and/or evaluation hypotheses and the effects of public health programs on population health; f. Assist the Evaluation Lead with the program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation; and g. Assist with grant development in terms of study design, data collection and power calculations, editing, tabulation, and analysis.	 Upon hire through June 30, 2019. Upon hire through June 30, 2019.	performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
8. Evaluation Analyst, (1.0 FTE) This position will help meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will help provide the data management and analysis support required for the day-to-day operation of the evaluation component of Proposition 56.	a. Assist the evaluation team with the development and implementation of relevant study designs and projects and support data collection for Proposition 56; b. Perform research and evaluation duties including data entry, cleaning, management, and analysis; c. Provide support to the evaluation studies of chronic disease, nutrition, and health conditions related to aging;	Upon hire through June 30, 2019. Upon hire through June 30, 2019. Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

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<p>The position will assist and coordinate the planning, design, and implementation of research and evaluation plans needed to conduct investigation and fieldwork related to the various grant priority areas. The position will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles.</p>	<p>d. Perform the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and help maintain an inventory of computer equipment and software licenses;</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>e. Provide support to program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation findings;</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>f. Contribute to grant development and project design in terms of literature search, data collection, power calculations, editing, tabulation, and data analysis; and</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
	<p>g. Represent Proposition 56 at community meetings and educate community stakeholders, collaborators, and public health professionals about epidemiologic trends and research/evaluation resources related to chronic disease prevention and control.</p>	<p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

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<p>9. Communication Coordinator, (1.0 FTE)</p> <p>This position will serve as a technical expert and consultant to management on issues related to media and communications under Proposition 56. This position will analyze and make recommendations for the effective use of media and communications resources, the implementation and oversight of media contracts, programs and operations, and the refinement of communications efforts.</p>	<p>a. Develop a strategic communications plan for grant deliverables, including a project management timeline;</p> <p>b. Manage the day-to-day work product timelines and deliverables with the media firm;</p> <p>c. Collaborate with Proposition 56, County, a media firm, and subcontracted agencies to develop, implement, and maintain a culturally-appropriate Countywide public education media;</p> <p>d. Work closely with Division and Project management to respond to requests for information from the media regarding the Project;</p> <p>e. Review and approve grant materials pertaining to branding;</p> <p>f. Direct the dissemination of messages through traditional and nontraditional media channels, and contribute content to the Proposition 56 website and coordinating</p>	<p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p> <p>Upon hire through June 30, 2019.</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

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	social media outlets; g. Assemble, coordinate, and produce monthly e-newsletter for internal and external audiences; h. Prepare regular reports on the progress of the grant communications deliverables for Proposition 56, DPH, and other partners; i. Evaluate the overall effectiveness of the grant's media program efforts; and j. Other duties as assigned.	Upon hire through June 30, 2019. Upon hire through June 30, 2019. Upon hire through June 30, 2019. Upon hire through June 30, 2019.	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
10. Assistant Communication Coordinator, (1.0 FTE) The Assistant Communication Coordinator will be responsible for supporting the grant communications objectives and supporting the DCDIP Chief of Communications in the day-to-	a. Support the development and implementation of a Countywide culturally-appropriate public education media campaign; b. Confer with Program Analysts to identify trends and key group interests and concerns affecting the 0-5 target population;	Upon hire through June 30, 2019. Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

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day oversight of grant print and graphics projects. Additionally, the Assistant Communication Coordinator will manage social media and website updates in a timely manner to increase awareness of TCPP's smoking cessation efforts.	c. Develop a social media calendar and website content to disseminate key project messages;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Assemble and coordinate production of publications/marketing materials for internal and external audiences;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Assist in the development of monthly e-newsletters content;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Provide technical assistance on media and communications efforts to Project staff;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Assist in preparing reports for Proposition 56, DPH, and other partners;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Prepare and communicate updates and project findings to key stakeholders;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	i. Monitor media efforts (earned and paid media) and evaluate the effectiveness of	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and

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	social media tools utilized throughout the grant; and j. Other duties as assigned.	Upon hire through June 30, 2019	performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
11. Graphic Designer, (1.0 FTE) The Graphic Designer will be responsible for the creation of the community settings initiative printed and online visual design including advertising, marketing, and communications. The Graphic Designer will have knowledge of video editing tools and will be well versed in creating graphic design elements for Proposition 56.	a. Provide creative support in integrating brand and style guidelines in the TCPP's smoking cessation efforts; b. Manage print projects from creative phase to development including coordination with print vendors through production; c. Create visual content for website and social media outreach; d. Provide graphic support for the Project including e-newsletters, brochures, research briefs and reports, promotional incentives, visual presentations and multimedia project; and e. Other duties as assigned.	Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

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TERM: July 1, 2018 – June 30, 2019

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
			performance evaluations.
<p>12. Finance Supervisor, (1.0 FTE)</p> <p>This position will be responsible for planning, coordinating, and implementing Proposition 56’s initiatives as they relate to financial and fiscal requirements to ensure compliance with applicable rules and regulations in accordance with the CDPH and County protocols.</p>	a. Support the TCPP Director, Division Finance Manager, and DCDIP Executive and Management staff by overseeing the daily operation and administration of the project including fiscal and contractual oversight, overseeing budgets and budget modifications, ensuring that expenditures are tracked and invoices are paid;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Prepare and submit all required reports to CDPH, DPH Finance Division, collects contractor data, prepares data spreadsheets, and summarize fiscal progress to date;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Responsible for drafting and finalizing grant budgets, budget narratives, budget adjustments, and budget projections and historical expenditures;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Supervise two (2) Fiscal Analysts;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Review the work of Fiscal Analysts for	Upon hire through	Documented on monthly statement of

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2018 – June 30, 2019

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	thoroughness, soundness of recommendations, and compliance with applicable standards, policies, procedures and regulations; f. Prepare fiscal monthly and/or quarterly reports to CDPH (fiscal), prepare data spreadsheets, and summarize progress to date; and g. Other duties as assigned.	June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019	activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
13. Fiscal Analyst, (2.0 FTE) These positions will provide a full range of administrative support, independent analysis and recommendations for the solution of highly complex management problems in the areas of organization, staffing, program planning, systems and procedures, facility planning, budget, and general management and personnel.	a. Assist in developing guidelines, standards and procedures for fiscal and administrative processes for TCPPP; b. Support yearly auditing of contracts to ensure that contractors have required policies and procedures in place; c. Assist in reviewing budgets and budget modifications, ensure that expenditures are tracked and invoices are paid, and maintain communication with DCDIP and DPH Finance Units;	Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2018 – June 30, 2019

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
The positions will analyze and make recommendations to troubleshoot various operational and administrative problems related to contractor invoicing and purchasing processes, especially protocols with significant consequences in terms of cost and efficiency.	d. Assist in preparing monthly and quarterly reports to funding agency (programmatic and fiscal); collect contractor data and prepare data spreadsheets; and summarize progress to date; and	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Other duties as assigned.	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
14. Office Assistant, (1.0 FTE) This position will provide administrative and clerical support for the TCPP.	a. Perform general administrative duties such as scheduling and supporting events and preparing travel and mileage claims and purchasing requests;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Assist with data collection and management and entry of surveys;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist with preparation of materials, reports, and/or presentations;	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Disseminate information to community partners through various communication channels including developing web-based communications and email updates and	Upon hire through June 30, 2019	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2018 – June 30, 2019

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	assisting in teleconference and in-person meetings; e. Maintain important records, demonstrate interpersonal communication, and possess good planning, and organizational skills; f. Streamline procedures and create effective administrative systems; g. Manage multiple project demands and deadlines; and h. Other duties as assigned.	 Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019 Upon hire through June 30, 2019	 Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

LINE ITEM BUDGET
SUMMARY

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Tobacco Control and Prevention Program**
 Period of Performance: **July 1, 2018 to June 30, 2019**
 County Requesting Department: **DCDIP**
 County Project Director: **Judith Robb**
 County Work Order Director: **Stephanie Ruiz-Perez**

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ 1,537,212
Overtime	\$ 63,537
Employee Benefits	\$ 384,303
Travel - (mileage, parking and out-of-town)	\$ 91,000
Indirect Costs*	\$ 207,605
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$ 2,283,657

* Indirect Cost must not exceed 10% of total direct costs

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Tobacco Control and Prevention Program**
 Period of Performance: **July 1, 2018 to June 30, 2019**
PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Program Manager TBH	\$ 6,571	2.000	12	\$ 157,704

Position description:

Oversee the planning and implementation of all Proposition 56 activities. The position's primary responsibilities will include oversight of the tobacco-related policy, programmatic, administrative, and evaluation components of the grant. These positions will be responsible for working with other programs in DPH, other County of Los Angeles (County) departments including the Department of Health Services (DHS), and a large number of public agencies and community organizations funded by the grant. This position will be responsible for ensuring the success of all tobacco-related components of the grant and for reporting progress to the Tobacco Control and Prevention Program (TCPP) Director.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Program Analyst TBH	\$ 5,903	5.000	12	\$ 354,180

Position description:

These positions will manage the TCPP contracts selected through Request for Proposals (RFP) and sole source under Proposition 56 to reduce exposure to secondhand smoke and increase access and utilization of effective smoking cessation services. The positions will serve as technical experts, management consultants, and liaisons to community and city partners working toward the passage and implementation of policies. The positions will coordinate collaborative efforts with funded partners, including convening and facilitating meetings, developing and implementing community action plans, ensuring progress toward policy passage and implementation, providing input and analysis on the content of proposed policies, researching and analyzing best practices, developing and overseeing evaluation methodologies, and providing public health expertise and data.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Assistant Program Analyst TBH	\$ 5,164	3.000	12	\$ 185,904

Position description:

These positions will work with staff to manage TCPP to reduce secondhand smoke exposure and increase access to and utilization of effective smoking cessation services among County residents most impacted by tobacco use. These positions will assist staff in coordinating collaborative efforts with funded partners including convening and facilitating meetings, developing and implementing community action plans, and ensuring progress toward policy passage.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Clinical/Preventative Services Coordinator TBH	\$ 7,052	1.000	12	\$ 84,624

Position description:

This position will serve as the Clinical/Preventative Services Coordinator of the TCPP and Other Preventive Services strategies, overseeing the management of day-to-day administrative activities related to the Scope of Work (SOW) for system-level preventive services; outreach to the medical community and allied health professionals (e.g., nurses, social workers, medical assistants, etc.); and implementation of community interventions that improve public access to prevention services.

Salary Subtotal

\$ 782,412

Overtime Subtotal

\$ -

Employee Benefits (enter percentage)

25.00%
(enter percentage)

\$ 195,603

Total Personnel Costs - Full Time

\$ 978,015

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Tobacco Control and Prevention Program**
 Period of Performance: **July 1, 2018 to June 30, 2019**
PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Evaluation Lead TBH	\$ 6,899	1.000	12	\$ 82,788

Position description:
 This position will provide guidance to meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will provide expert guidance on evaluation designs, data management, and data analysis and supervise the day-to-day operations of the evaluation component. This position will direct and coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will manage such operational processes as database security, Health Insurance Portability and Accountability Act (HIPAA) compliance, and confidential data management and analysis for projects initiated and maintained by the TCPP project, and will lead in the production of required deliverables such as reports, manuscripts, and peer-reviewed articles. The position will also supervise the Evaluation Coordinators.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Evaluation Coordinator TBH	\$ 6,429	2.000	12	\$ 154,296

Position description:
 These positions will contribute to expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The positions will develop evaluation designs, manage data, and conduct data analysis and supervise the day-to-day operations of the evaluation component. This position will coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will also supervise the Evaluation Analyst, as needed.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Evaluation Analyst TBH	\$ 5,040	1.000	12	\$ 60,480

Position description:
 This position will help meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will help provide the data management and analysis support required for the day-to-day operation of the evaluation component of Proposition 56. The position will assist and coordinate the planning, design, and implementation of research and evaluation plans needed to conduct investigation and fieldwork related to the various grant priority areas. The position will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles. will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Communication Coordinator TBH	\$ 6,463	1.000	12	\$ 77,556

Position description:
 This position will serve as a technical expert and consultant to management on issues related to media and communications under Proposition 56. This position will analyze and make recommendations for the effective use of media and communications resources, the implementation and oversight of media contracts, programs and operations, and the refinement of communications efforts.

Salary Subtotal		\$	375,120
Overtime Subtotal			
Employee Benefits (enter percentage)	25.00%	\$	93,780
Total Personnel Costs - Full Time	(enter percentage)	\$	468,900

LINE ITEM BUDGET

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name:
Project Title:
Period of Performance:

Partners in Diversity, Inc.
Tobacco Control and Prevention Program
July 1, 2018 to June 30, 2019
PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Assistant Communication Coordinator TBH	\$ 5,164	1.000	12	\$ 61,968
Position description: The Assistant Communication Coordinator will be responsible for supporting the grant communications objectives and supporting the DCDIP Chief of Communications in the day-to day oversight of grant print and graphics projects. Additionally, the Assistant Communication Coordinator will manage social media and website updates in a timely manner to increase awareness of TCPP's smoking cessation efforts.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Graphic Designer TBH	\$ 5,238	1.000	12	\$ 62,856
Position description: The Graphic Designer will be responsible for the creation of the community settings initiative printed and online visual design including advertising, marketing, and communications. The Graphic Designer will have knowledge of video editing tools and will be well versed in creating graphic design elements for Proposition 56.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Finance Supervisor TBH	\$ 6,063	1.000	12	\$ 72,756
Position description: This position will be responsible for planning, coordinating, and implementing Proposition 56's initiatives as they relate to financial and fiscal requirements to ensure compliance with applicable rules and regulations in accordance with the CDPH and County protocols.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Fiscal Analyst TBH	\$ 5,275	2.000	12	\$ 126,600
Position description: These positions will provide a full range of administrative support, independent analysis and recommendations for the solution of highly complex management problems in the areas of organization, staffing, program planning, systems and procedures, facility planning, budget, and general management and personnel.				

Salary Subtotal

Overtime Subtotal

Employee Benefits (enter percentage)

25.00%

(enter percentage)

Total Personnel Costs - Full Time

\$	324,180
\$	-
\$	81,045
\$	405,225

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name:
Project Title:
Period of Performance:

Partners In Diversity, Inc.
Tobacco Control and Prevention Program
July 1, 2018 to June 30, 2019

PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Office Assistant TBH	\$ 4,625	1.000	12	\$ 55,500
Position description: This position will provide administrative and clerical support for the TCPP.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Position description:				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Position description:				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Position description:				

Salary Subtotal		\$	55,500
Overtime Subtotal			
Employee Benefits (enter percentage)	25.00%	\$	13,875
Total Personnel Costs - Full Time	(enter percentage)	\$	69,375

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C

Contractor Name: Partners In Diversity, Inc.
 Project Title: Tobacco Control and Prevention Program
 Period of Performance: July 1, 2018 to June 30, 2019

PERSONNEL SERVICES	
BUDGET CATEGORY - EMPLOYEE BENEFITS	
COMPONENT	PERCENTAGE
F.I.C.A.	7.65%
Health and Dental Insurance	8.15%
Unemployment Insurance	7.20%
Disability Insurance	1.00%
Workers Compensation	1.00%
Other (itemize):	
TOTAL*	25.00%

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

***Must be within the range of 25% - 28% of salary costs, excluding overtime costs.**

BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Tobacco Control and Prevention Program**
 Period of Performance: **July 1, 2018 to June 30, 2019**

BUDGET CATEGORY- TRAVEL	(A) Proposed Cost
Item: Mileage Methodology Used: Mileage allowance not to exceed \$6,000 during the entire performance period, for the required staff positions. Mileage reimbursement cannot exceed County's reimbursement rate, currently 53.5¢ per mile. Miles x 53.5¢ per mile =reimbursement	6,000
Item: Parking Methodology Used: Parking allowance not to exceed \$45,000 during the entire performance period, for required staff positions.	45,000
Item: Travel Methodology Used: allowance of \$40,000 for out-of-town travel for the MAWO duration. These funds are required for program staff to attend mandatory meetings, conferences, and trainings to support all program objectives.	40,000
Total Travel Requested	\$ 91,000

**TEMPORARY PERSONNEL SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME Partners In Diversity, Inc.

Work Order No. W10 County Master Agreement No. PH-003153

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
 - 1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
 - 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
 - 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 - 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor’s behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date



**TEMPORARY PERSONNEL SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME Partners In Diversity, Inc.

Work Order No. W10 County Master Agreement No. PH-003153

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below for the entire time period covered by the attached Work Order.

EMPLOYEES

- 1. _____
- 2. _____
- 3. _____

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor is not required or permitted to receive personal health information under this Master Agreement Work Order Number PH-003153-W10 but will comply with the provision below:

CONTRACTOR'S OBLIGATION AS OTHER THAN BUSINESS ASSOCIATE (INADVERTENT ACCESS) UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

It is the intention of the parties that Contractor will provide the County with de-identified data. Contractor expressly acknowledges and agrees that the provision of services under this Contract does not require or permit access by Contractor or any of its officers, employees, or agents to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, and agents are to take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its employees shall maintain the confidentiality of any information obtained and shall notify the applicable DPH Program Director that such access has been gained immediately or upon the first reasonable opportunity to do so.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, or agents from and against any and all liability, including but not limited to actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents' access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligation as described herein in this regard.
