

SDDT roles and division of labor

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Original SDDTAC recommendation is in red. Some SDDTAC Rx fall across different roles or contracts. Job duties for DPH positions/contracts are in the following row.

HEALTH EDUCATOR - 2822	HEALTH PROGRAM COORDINATOR 2 - 2591	PROJECT MANAGEMENT AGENCY	EPIDEMIOLOGIST - 2803	EVALUATOR CONTRACT
<p>SDDTAC Recommendation in red: 1.0 FTE to support a program manager to coordinate among city agencies and funded CBOs to promote collective impact, including: guide vision and strategy, support aligned activities, establish shared measurement practices</p> <p>DPH implementation plan: <i>This position as described seemed to be conceived mainly as building collective impact among SDDT projects, although much of the work necessarily centers on providing SDDTAC backbone support. It will also guide vision and strategy for SDDTAC.</i></p>	<p>SDDTAC Recommendation in red: 1.0 FTE to support a program manager to manage the RFP process and provide guidance and TA to funded organizations to promote collective impact in coordination with SDDTAC and city agencies</p> <p>DPH implementation plan: Oversee community based funding RFP process, provided technical assistance for CBOs (esp related to PSE work), and merchants, liaison to evaluation work.</p>	<p>SDDTAC Recommendation in red: 1.0 FTE to assist w oversight, technical assistance to CBOs to apply for and implement work related to SSB tax, (<i>provide administrative support to SDDTAC – belongs to 2822</i>), and assist Program Manager in coordinating funded CBOs</p> <p>DPH implementation plan: This contract will implement a grant making process conducive to small and large organizations addition and provide capacity building and technical assistance</p>	<p>SDDTAC Recommendation in red: At least 1.0 FTE epidemiologist.</p> <p>Funding should support evaluation which should include data purchases</p> <p>DPH implementation plan: Research and evaluation of soda tax impact, including data purchases as necessary.</p>	<p>SDDTAC Recommendation in red: At least 1.0 FTE evaluation consultant to provide evaluation technical assistance to funded CBOs and FBOs</p> <p>At least 1.0 FTE evaluation consultant to provide evaluation technical assistance to funded CBOs and FBOs</p> <p>DPH implementation plan: Consistent with above</p>
<ul style="list-style-type: none"> • Coordinate regular SDDTAC meetings, committees including agendas, notes, notification. • Support SDDTAC leadership. • Support collective impact related to healthy eating and active living and related SDDT-funded programs. • Coordinate SDDTAC nomination and appointment processes. • Support development/ implementation of SDDTAC workplan, rules and regulations, and Annual Report. • Work with SDDT Program Coordinator to disburse SDDT funds • Support community input process to assess community needs related to HEAL programing and policy, system, environmental changes needed. 	<ul style="list-style-type: none"> • Support alignment between and broad coordination of all SDDT funds allocated City-wide, including to SFDPH-funded CBOs, consultants and City Agencies • Develop allocation plan for DPH SDDT funds. • Lead DPH SDDT funds process with Project Management Agency using health equity lens <ul style="list-style-type: none"> • Oversee subcontracts with funded agencies and consultants, including provision of technical assistance – esp for PSE work, capacity building, reporting, evaluation and quality improvement. • Coordinate work of SDDT Evaluation Consultant with epidemiologist and stakeholders, including SDDTAC. • Work with backbone staff to prepare the SDDTAC Annual Report. 	<ul style="list-style-type: none"> • Grants • Support grants management • Coaching/technical assistance • Back Office support 	<ul style="list-style-type: none"> • Develop and apply causal model of chronic disease to contextualize SDDT impact • Identify data gaps, propose and oversee creation of improved data systems and infrastructure • Lead SFDPH’s efforts to evaluate the impact SDDT in collaboration with evaluator and partners • Analyze and present data 	<ul style="list-style-type: none"> • Framework for evaluation of impact of SDDT funds • Evaluation of SDDT funded orgs and agencies • Evaluation technical assistance to funded CBOs and FBOs

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	<ul style="list-style-type: none"> Participate in analyzing program-related data, prepare data and evaluation reports, and produce related narrative reports and summaries. 			
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SDDTAC original Recommendations	DPH Implementation: 2018/19	DPH Implementation: 2019/20
1) backbone staffing to support SDDTAC and SDDT implementation	SDDTAC Backbone staff (2822)	SDDTAC Backbone staff (2822)
a. 1.0 FTE to support a program manager to coordinate among city agencies and funded CBOs to promote collective impact, including: guide vision and strategy, support aligned activities, establish shared measurement practices	A blend of SDDT Grants Coordinator (2591) and SDDTAC Backbone Staff (2822)	A blend of SDDT Grants Coordinator (2591) and SDDTAC Backbone Staff (2822)
b. A strategic planning consultant to inform the implementation of the SDDT, ensuring activities span across the 10 essential public health services	RDA	SDDTAC Backbone Staff (2822)
(2) Oversight of Development and implementation of CBO RFP process and technical assistance for CBOs and merchants and evaluation	SDDT Grants Coordinator (2591)	SDDT Grants Coordinator (2591)
a. 1.0 FTE to support a program manager to manage the RFP process and provide guidance and TA to funded organizations to promote collective impact in coordination with SDDTAC and city agencies	SDDT Grants Coordinator (2591)	SDDT Grants Coordinator (2591)
b. 1.0 FTE to assist w oversight, technical assistance to CBOs to apply for and implement work related to SSB tax, provide administrative support to SDDTAC, and assist Program Manager in coordinating funded CBOs.	Project Management Agency	Project Management Agency
(3) Research and evaluation of SDDT impact, including data purchases as necessary.		
a. Funding should support evaluation which should include data purchases.	IRI data and pricing data	IRI data and pricing data
b. At least 1.0 FTE epidemiologist.	Epidemiologist (2803)	Epidemiologist (2803)
c. At least 1.0 FTE evaluation consultant to provide evaluation technical assistance to funded CBOs and FBOs.	Evaluation consultant	Evaluation consultant