

DUTY STATEMENT

Employee Name:	Position Number: 580-510-4801-012
Classification: Staff Services Manager II (Supervisory)	Tenure/Time Base: Permanent / Full Time
Working Title: Vendor Policy and Food Package Section Chief	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants and Children (WIC) Division	Branch/Section/Unit: Communications, Food and Vendor Policy Branch / Vendor Policy and Food Package Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

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

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Communications, Food, and Vendor Policy Branch, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve Women, Infants and Children (WIC) program participants, vendors, and local agencies.

The incumbent works under the direction of the Chief, Communications, Food and Vendor Policy Branch, Staff Services Manager (SSM) III. The SSM II plans, organizes, directs, and supervises the work of a multidisciplinary team of professional, technical, and support staff in the Vendor Policy and Food Package Section. The SSM II ensures that the WIC program is in compliance with new and existing laws, legislation, and regulations, and determines the impact it may have on the WIC vendor food delivery system and local agencies. The SSM II oversees vendor and food package regulations development, the hearings and appeals process, the authorization of WIC foods, the special formula ordering process, public request act responses, infant formula bidding process and contracts, steering committees, and various workgroups. Provides supervision to two SSM I's, eight professional staff, and two Public Health Nutrition Consultant III (Specialists). The manager actively participates as a member of the WIC Division Management Team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Oversees the implementation and analysis of federal and state requirements for food products and infant formula authorized on the WIC Program, ensuring the nutrient content meets the needs of eligible WIC participants, including diverse ethnic and cultural groups. Oversees the delivery of special-order infant formula to WIC participants. Reviews and makes recommendations to WIC management on cost-containment proposals to reduce food costs to the WIC Program and collaborates with the management of other division branches to ensure the nutritional quality of the foods provided is maintained. Reviews and approves legislative analyses, provides recommendations to executive management, and meets with federal partners regularly.
- 25% Oversees the development of policies and procedures related to the WIC vendor food delivery system and the authorization of vendors for participation in the WIC Program. Ensures current food/vendor/farmer management policies are incorporated into regulations as needed following the rulemaking process under the California Administrative Procedure Act or as required for WIC Bulletin Regulations. Ensures that ongoing food, farmer, and vendor policy development work is compliant and consistent with federal and state law and regulations. Reviews and approves implementation strategies for new legislation and regulation changes that impact WIC services.

20% Oversees the WIC administrative hearings and appeals process and the coordination for Public Records Act (PRA) request responses for the Division. Ensures section staff and managers are trained to provide witness testimony, maintain hearing schedules, and maintain language interpretation and administrative hearings contracts. If necessary, reviews the submission of written arguments, other post-hearing documents/activities, and responsible for ensuring procedural requirements are met. Reviews sensitive PRA final responses and leads consultation with legal counsel.

20% Recruits, interviews, and hires staff; ensures staff completes mandatory trainings; reviews/approves timesheets, absence requests, and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Fosters an engaged and supported team by using a strength-based approach to determine training needs for new and existing staff; identifies and promotes continuing staff development and specialized training; evaluates performance of staff in a timely manner; coaches and mentors staff in the development of work plans; and monitors work progress.

Actively participates on the WIC Management Team and other manager meetings to ensure accountability for performance and outcomes for the WIC program; keeps management apprised of program status and achievements. Collaborates and communicates with management across the division to discuss, plan, and implement strategies impacting WIC services.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: AG
 Date: June 2024