

## DUTY STATEMENT

Employee Name:	Position Number: 580-335-8429-909
Classification: Health Program Manager III	Tenure/Time Base: Permanent/Full Time
Working Title: Assistant Branch Chief	Work Location: 1616 Capitol Avenue, Suite 420, Sacramento, CA 95899-7377
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Office of Oral Health

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.

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### Competencies

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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](#).

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### Job Summary

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This position supports CDPH's mission and strategic plan by leading high-level strategic planning and supports the State Dental Director in implementing and evaluating policy, systems, and environmental change strategies in partnership with local health jurisdictions, community-based organizations, statewide associations, universities, related State departments and other interested parties.

The Health Program Manager (HPM) III serves as Assistant Chief under the general direction of the State Dental Director. The HPM III monitors and evaluates programs in the Office of Oral Health (OOH), analyzing programmatic and administrative problems, and recommending effective action to management. Serves as Acting Chief in the absence of the Chief and responds to requests from the Center and Director's Office of the California Department of Public Health as necessary. Contributes

to building capacity in policy, systems and environmental change strategies implementation across the Center. Meets with OOH stakeholders, constituency groups, and local oral health programs to discuss program policy and environmental change issues and develop solutions. Negotiates and coordinates policy efforts and positions between federal, state, and local agencies.

## Position is pending HRD approval

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% in and out of state travel including occasional overnight stays
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 30% Directs, manages, and supervises the administrative operations of OOH, providing administrative and management guidance to section and unit chiefs on complex issues including bill analyses and legislative proposals; Budget Change Proposals; financial projections and expenditures; federal grants management; development of solicitations; Coordinates drills from Center for Healthy Communities (CHC) and Administration, participates in CHC workgroups such as Health Equity, Leadership development and collaborates with CHC on contract and grants management; personnel; and general administrative operations. Coordinates annual development of legislative and budget change concepts and proposals and responds to personnel, budget, fiscal, and space-related assignments. Provides updates on issues/successes with CHC Assistant Deputy Director and State Dental Director. Liaisons with administrative offices within the Department including Legislative and Governmental Affairs, Human Resources Division, Budgets, Accounting, and the Contracts Management Unit. Serves as a principal point of contact for the California State Auditor in response to the biannual audit of Proposition 56 expenditures.
- 25% Directly supervises the Staff Service Manager II and HPM II. Promotes a positive team environment by facilitating collaboration between multidisciplinary technical and professional staff, professional development, and the opportunity to work on complex assignments. Handles extremely sensitive issues and directs corrective action when necessary. Manages the growth and downsizing of OOH based on revenues to minimize the negative impact on personnel and local agencies through strategic planning, utilization of technology to maximize efficiencies within business practices and communication systems, as well as budgeting and personnel practices that promote stability and program continuity.
- 20% Provides oversight of the Partnership and advisory groups to ensure adherence with all statewide requirements and performs the most critical and sensitive liaison duties between the Partnership, stakeholders, CDPH, and other state agencies. Provides expertise and guidance to the Partnership on the appointment of members. Oversees and coordinates the

development of the Partnership’s two-year plans. Coordinates the development of the California Oral Health Plan revisions, including securing a vendor if needed, monitoring the timeline, ensuring the internal and external review of the document, and overseeing the production and dissemination of the Plan.

20% Evaluates, monitors, and initiates quality improvement projects related to program, procurement, personnel, and fiscal practices. Ensures there are written business practices for key operations and that staff are trained and consistently following CDPH and OOH business practices. Implements, maintains and produces reports summarizing key metrics such as grantee and contractor progress, timeliness of processing grants and contracts, staff hiring, completion of Probation Reports, Annual Reviews, and mandatory trainings. Establishes and/or recommends changes in OOH’s administrative procedures; oversees implementation and revisions of OOH’s operational policies and procedures manuals. Identifies resources for program expansion and project development; analyzes and evaluates resource allocation and utilization across the Office. Sets Section priorities and work activities; organizes the distribution of assignments to staff; ensures provision of training as needed; evaluates staff performance, provides timely feedback, and initiates corrective action as appropriate; and performs the most sensitive or difficult work.

**Marginal Functions (including percentage of time)**

5% Performs other job-related duties as required.

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: JJ  
 Date: 6/19/24