

DUTY STATEMENT

Employee Name:	Position Number: 580-410-7675-001
Classification: Public Health Medical Administrator II, C.E.A.	Tenure/Time Base: Permanent/Full-Time
Working Title: Division Chief	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: M16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit:

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 serving as Chief of the Division of Communicable Disease Control (DCDC). The Public Health Medical Administrator II (PHMA II) C.E.A., provides medical and general administrative leadership in the control and prevention of infectious disease through a staff of approximately 500 state, federal, and contract staff. The PHMA II leads responses to disease occurrences that impact the 61 local California health jurisdictions, including outbreaks and other infectious disease threats. The PHMA II may also engage with national organizations involved in developing health policy. The PHMA II will manage California's response to new challenges including emerging infectious diseases and

bioterrorism threats while emphasizing population level disease prevention efforts and responsible for the direct supervision of five Public Health Medical Administrator (PHMA) I Branch Chiefs and the Assistant Division Chief (HPM III).

The incumbent works under the general direction of the Center for Infectious Diseases Assistant Deputy Director.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 40% which includes occasional out-of-state travel.
- Bilingual
- License/Certification: **License to practice medicine in California by: California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.**
- Other:

Essential Functions (including percentage of time)

- 40% Plans, organizes, and manages a statewide program for surveillance, prevention, and control of communicable diseases; directs or consults on the conduct of special investigations of instances or epidemics of communicable disease and outbreaks of foodborne infections and intoxications. Establishes and transmits medical policy requirements to staff, as well as appraises the Administration of important and sensitive public health issues. Offers general fiscal, administrative, public relations, and legislative guidance to branch and section level staff. Serves as management lead for communicable disease issues as they relate to and impact the following CDPH offices: Center for Preparedness and Response, Office of Public Affairs, Legislative and Governmental Affairs, and Administration Division and collaborates with management from these offices as communicable disease issues are frequently related to emergency responses, media inquiries, public communications, legislation, and public policy.
- 20% Recruits, trains, and manages highly specialized medical and scientific experts in infectious disease, epidemiology, veterinary medicine, and vector control. Assures the quality of medical and scientific staff, evaluates their performance, and takes or recommends appropriate personnel actions.
- 15% Oversees coordination between lab and epidemiologic staff in disease surveillance and investigations. Directs special studies of the incidence and epidemiology of communicable diseases and cooperates with research institutions on studies in the field of communicable disease control. Directs the efforts of local health officials in the control and diagnosis of communicable disease surveillance, prevention, and treatment, acts as the state medical consultant to other units of the California Department of Public Health on communicable disease problems.

15% Keeps abreast of the latest development and research in infectious disease matters. Represents the Department in national scientific communicable disease forums. Able to anticipate changes in federal, scientific, and other policies to assist both the Administration and the staff in preparing and adjusting to these changes. Addresses interested groups; prepares articles for publication; prepares reports; issues bulletins on statewide communicable disease incidence; organizes infectious disease workshops and courses for local health needs; prepares background and scientific policy documents for infectious disease epidemiologic studies and associated policy recommendations. Represent the Department in meetings with federal, state, county, and other governmental and nongovernmental health organizations. Coordinates with other California state agencies such as the Department of Food and Agriculture and the Governor’s Office of Emergency Services on their activities related to infectious diseases, and brokers activities consistent with CDPH policy.

5% Writes and edits pertinent articles for professional and lay journals. Prepares correspondence and addresses professional and lay groups on matters of infectious disease interest. Reviews technical content of publications and materials concerning infectious disease which are utilized and produced by the Department. Assists staff in the preparation and review of grant proposals.

Marginal Functions (including percentage of time)

5% Performs other 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: AV

Date: 8/2024