**DUTY STATEMENT**

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| Employee Name: | Position Number:580-400-4801-003 |
| Classification:Staff Services Manager II – Supervisory | Tenure/Time Base: Permanent / Full-Time |
| Working Title:Assistant Branch Chief | Work Location:Various locations available. Location to be determined upon hire. |
| Collective Bargaining Unit: S01 | Position Eligible for Telework (Yes/No):Yes |
| Center/Office/Division:Center for Infectious Diseases / Division Communicable Disease Control | Branch/Section/Unit:CalCONNECT Branch  |

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** |
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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](http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx).

| **Job Summary** |
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This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by serving as the Assistant Branch Chief of the CalCONNECT Branch. The Staff Services Manager II (SSM II) will be responsible for the administrative management and oversight for the CalCONNECT Branch including, but not limited to, all administrative and operational aspects of the CalCONNECT Branch, development and implementation of policy guidelines, strategic planning and justifications for various drills and assignments, human resources and sensitive personnel matters, staff development, fiscal management, contracting activities, as well as aspects of all other day-to-day operational needs of the Branch.

The incumbent works under general direction of the Branch Chief of the CalCONNECT Branch.

| **Special Requirements** |
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[x]  Conflict of Interest (COI)

[ ]  Background Check and/or Fingerprinting Clearance

[ ]  Medical Clearance

[x]  Travel: Up to 5%

[ ]  Bilingual: Pass a State written and/or verbal proficiency exam in

[ ]  License/Certification:

[ ]  Other:

| **Essential Functions (including percentage of time)** |
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40% Manages administrative and operational aspects of the highly visible program to ensure conformance with state processes and policies in operational areas including direct oversight of human resources, contract preparation and execution and fiscal oversight processes. Provides administrative management of the CalCONNECT Branch and assume primary responsibility for the development, monitoring, evaluation, and improvement of effective and efficient administrative systems within the Branch. Plans, coordinates, and oversees administrative functions, according to departmental standards and guidelines.

Essential areas of focus include: assist the Branch Chief with policy, managerial and strategic planning of the CalCONNECT Branch. The incumbent understands the State budget cycle, fiscal management, contract execution, and invoice payment process. Manages and oversees the fiscal monitoring and reporting requirements, oversee the development and maintenance of complex, multi-year contractual and fund use expenditure projections, purchases and financial transactions related to program needs. Oversees invoice authorizations, tracking and confirming payments to contractors and vendors. Reviews and approves invoicing to ensure adherence with contract payment agreements and reviews program encumbrances and expenditures for appropriateness.

25% Provides direct oversight of administrative management assisting the Branch Chief with a broad range of high level governmental and managerial issues, which may be administratively complex and sensitive in nature. This includes: strategic planning; participating in the project approval lifecycle (PAL) process; justifications for budget change proposals; the coordination, development, review, and monitoring of contracts. Acts as the Branch point person for contracts and purchase requests; facilities; equipment; travel; and other various administrative functions. Assists the Branch Chief with the interpretation of Department policy and its application for Branch managers and subordinate staff. Assists the Branch Chief with the coordination, review, and timely submission of controlled correspondence due from the Branch to the Department. Ensures development, monitoring, evaluation, and improvement of effective and efficient administrative systems within the Branch. Provides routine reports to the Division, Accounting, and Budget Sections and summary reports to management.

20% Responsible for the general oversight and management of personnel liaison activities Branch-wide. Provides oversight to the Branch Chief coordinating with CDPH and other Human Resources staff on human resources activities including but not limited to: duty statements, requests for personnel action, hiring processes, screening criteria, interview panel, interview questions and reference checks; pre-hire requirements and employee orientation; employee evaluation; progressive disciplinary process and preparation of adverse actions; staff development; training, etc. Reviews and oversees personnel issues and activities, selection of examination priorities, reviewing and approving employee corrective and disciplinary actions, determining training needs and making recommendations for staff development. Responsible for guidance and support in the management of human resources Branch-wide.

10% Assists the Branch Chief with the development of BCCs, BCPs, strategies and recommendations for meeting budgetary requirements. Oversees and evaluates operational tracking systems, makes recommendations, plans logistics and develops implementation plans to meet operational needs of the program. Provides subject matter expertise in administrative/operational decisions and policy-making discussions. Attends Branch Senior Management Team meetings, in person at the CDPH Public Health Campus in Richmond, CA or in Sacramento, CA.

| **Marginal Functions (including percentage of time)** |
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5% Represents the CalCONNECT Branch at meetings and conferences. Assists the Branch Chief with the overall programmatic and administrative functions of the program and other duties as required. May act for the Branch Chief in his or her absence.

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| [ ]  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.)  |

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

**HRD Use Only:**

Approved By: AV

Date: 7/2024