

## DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-403-8427-002
Classification: Health Program Manager I	Tenure/Time Base: Permanent / Full-Time
Working Title: Unit Manager	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of AIDS	Branch/Section/Unit: HIV Prevention Branch / Sexual Health & Program Resilience Section / Disease Outbreak Intervention and Field Investigation 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 advancing health equity and strategic planning goals and objectives. The position promotes recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The Health Program Manager (HPM) I is responsible for the management and supervision of the Disease Outbreak Intervention and Field Investigation Unit. This unit provides technical assistance,

including partner services (contact tracing), data-to-care initiatives, perinatal prevention, and cluster detection and response. The unit is also responsible for using surveillance data to identify HIV/STD prevention priority areas, generate tools and reports to guide HIV planning and intervention, and conduct HIV/STD outbreak response and emergency preparedness, focusing on contact investigation, data collection, and field investigation. The HPM I works collaboratively with managers and staff from the Office of AIDS (OA), Sexually Transmitted Diseases Control Branch (STDCB), HIV/AIDS Surveillance and Prevention Evaluation and Reporting (SPER) Branch, and the HIV Prevention Branch (HIVPB).

The incumbent works under the general direction of the Staff Services Manager (SSM) II, Sexual Health & Program Resilience Section Chief.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Moderate travel may be required up to 20% of the time.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Supervises and directs the work activities of staff coordinating and conducting disease intervention activities, fieldwork, and site visits throughout California. Performs all supervisory duties, including participating in field visits with staff as necessary. Reviews and approves protocols and procedures related for data-driven HIV/STD response efforts, including outbreak response and monitoring site visits. Directs Health Program Specialists (HPS) I on all communication activities with stakeholders, external agencies, and internal CDPH management regarding outbreak response activities.
- 20% Manages and directs the planning, implementation, and evaluation of statewide HIV/STD prevention and outbreak response projects assigned to the Unit staff. This include activities related to outbreak investigations, expanded contact investigations and use of California HIV/STD surveillance data for HIV/STD prevention program planning and monitoring. In the course of these activities, the HPM I recommends changes to current public health policies and proposes new policies to the Section Chief when appropriate. Develops and evaluates the Unit's yearly work plan. Leads program implementation teams to develop outbreak response protocols and ensures adherence to implementation timelines. Works closely with and review the work of unit staff. Ensures that Associate Health Program Advisers (AHPA) and the HPS have timely and documented debrief meetings after each outbreak response activity.
- 20% Establishes performance standards, assigns and adjusts workloads to meet priority deadlines, prepares employee evaluations. Assesses and provides training and development as needed. Conducts annual staff performance appraisals and initiates and approves staff training and

development plans. Responsible for developing, revising, and finalizing staff duty statements, as well as overseeing recruitment, and hiring. Ensures training and knowledge among staff, applies discipline and, if necessary, adverse action, and provides guidance and direction to all direct reports. Facilitates and participates in HIV Prevention Branch, HIV Prevention Program Section meetings, HIV Prevention Stakeholder meetings and OA management meetings. Conducts ongoing analysis of Unit personnel and other resource allocation and utilization in relation to assigned Unit activities.

15% Prepares Unit-related materials for grant applications, progress reports, regulatory packages, and Budget Change Proposals developed at the Section or Branch level. Prepares general correspondence and bill analyses. Reviews and analyzes proposed legislation and its program impact. Ensures grant reporting requirements are met and oversees funding.

5% Represents the Office of AIDS at conferences, external meetings, and with advocate groups on the operations of statewide projects. Develops presentations on related activities and projects as appropriate.

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

5% Establishes and maintains rapport and effective working relationships with federal, state, and local representatives, community-based organizations, public and private groups, and the general public. 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: Nathalia Klyn

Date: 09/10/2024