

**DUTY STATEMENT**

Employee Name:	Position Number: 580-810-4802-XXX
Classification: Staff Services Manager III	Tenure/Time Base: Permanent/full time
Working Title: Branch Chief	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Public Policy & Prevention Division	Branch/Section/Unit: Standards Interpretation 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**

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 an adviser to the deputy director on policy issues facing the program, particularly with regard to interpretation of state and federal laws effecting regulated health facilities, and on matters involving other government agencies.

The incumbent works under the general direction of the C.E.A. (B).

### **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)**

---

- 35% Under the executive guidance of the Chief of the Public Policy and Prevention Division, exercises broad independent judgment and action. The incumbent identifies policy and administrative issues that merit priority attention and takes independent action. The incumbent works with affected stakeholders such as health facilities' industry groups, patient advocates, the U.S. Department of Health and Human Services, the Office of the Inspector General, the Health and Human Services Agency, and other entities within and outside the department to identify and analyze options and develop recommended approaches. The branch chief keeps the Deputy Director and Chief of the Public Policy and Prevention Division apprised of significant developments as they occur and solicits their input to ensure coordination with departmental and administration policy perspectives and priorities. Incumbent serves as the primary adviser to the Chief the Public Policy and Prevention Division on issues regarding the activities for which the branch chief is responsible.
- 35% Plans, organizes, and directs the work of the component sections of the branch. The Standards Interpretation Branch is responsible for improving statewide standardization in the application of health facility regulatory requirements. The Standards Interpretation Branch is comprised of the Provider Technical Assistance Section, Regulatory Review Section, and the Centralized Program Flex Section. The Provider Technical Assistance Section confers with stakeholders upon request to provide technical assistance and guidance to improve quality of care and healthcare outcomes in facilities. It oversees the collection of data and research into industry best practices and drivers of quality care and the development of standardized responses to complex policy and regulatory interpretation questions. The Regulatory Review Section tracks, trends, and creates quality assurance over all survey and complaint investigation field work and assesses trend data to determine potential training needs for field office staff and verify that surveyors are consistently following policies and procedures. Oversees staff conducting second level complainant appeals and independent informal dispute resolutions. The Centralized Program Flex Section reviews and evaluates requests from facilities for waivers and program flex requests to comply with regulatory requirements through alternative methods.
- 20% Leads or participates in projects and activities sponsored by CDPH, CHCQ to increase efficiency and effectiveness. Works in partnership with field operations and headquarters branch chiefs and managers to monitor and assess emerging issues or trends to identify the need for future policy and or regulatory changes. Ensures administrative functions and quality improvement opportunities are completed timely.

---

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

---

- 10% Personally conducts special projects that are highly sensitive or subject to particular

controversy. Oversees the development and presentation of information at meetings and conferences. Performs other duties 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
<b>HRD Use Only:</b> Approved By: DS	Date 1/11/2023		