

DUTY STATEMENT

Employee Name:	Position Number: 580-353-4800-002
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full Time
Working Title: Support Services Unit Manager	Work Location: 850 Marina Bay Parkway, Bldg. P-3 Richmond, CA. 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch/ Support Services 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 providing oversight for the administrative support of environmental health programs promoting healthy environments for the health and well-being of the people of California.

The incumbent works under the general direction of the Assistant Branch Chief, Environmental Health Investigations Branch (EHIB). The Staff Services Manager I (SSM I) is responsible for the supervision of analysts performing administrative support for the branch, including oversight of day-to-day administrative support functions in budgeting, contracting, personnel, and procurement, as well as

employee development, training, and performance.

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)

- 40% Responsible for the supervision and review of assignments of analytical staff who provide administrative support to all programs under EHIB. Establishes and communicates unit goals, objectives, and priorities to achieve efficiency related to branch operational needs. Monitors workload and assignments, reviews work results, assesses staff performance, and provides or recommends training as needed. Evaluates and provides feedback to staff to aid in their professional development and to ensure performance objectives/standards are met. Reviews and approves staff requests including leave, overtime, travel, and training. Provides timely performance appraisals of unit staff.
- 30% Manages multiple projects with competing priorities. Provides management with the status of unit operations and recommend solutions to problems/issues related to procedures, business processes, and/or policies. Provides support to administrative staff on the budget, personnel, contracts, communication, and procurement processes. Communicates effectively verbally and in writing. Conducts periodic reviews/audits of contracts, grants, and budgets to ensure consistency and appropriate application of state procedures. Coordinates day to day operations of analytical staff and tracks progress. Reports delays or issues to management and provides recommendations for resolution.
- 25% Provides oversight and workload dissemination to support staff for the completion of administrative drills. Reviews branch administrative priorities with management and oversees implementation of associated policies and procedures. Relays information to appropriate parties and ensures timelines are met. Prepares, analyzes, and presents responses ensuring appropriate content, clarity, and accuracy. Assists with formatting and review of documents. Creates, organizes, and maintains administrative files. Serves as a liaison between EHIB and other CDPH organizations, control agencies, contractors, vendors, and outside entities.

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: JA
 Date: 9/12/24