

DUTY STATEMENT

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| Employee Name: Vacant | Position Number: 580-012-8428-001 |
| Classification: Health Program Manager II | Tenure/Time Base: Permanent / Full-Time |
| Working Title: Local Support Section Chief | Work Location: 1615 Capitol Avenue, Sacramento, CA 95814 -or- 850 Marina Bay Parkway Richmond, CA 94804 |
| Collective Bargaining Unit: S01 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Regional Public Health Office | Branch/Section/Unit: Local Support Section |

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 enhancing preparedness and response for emerging public health threats through provision of leadership, guidance, and advancing coordination and collaboration across a variety of complex program areas including policy, equity, public health practice, communications, access to clinical expertise, epidemiology, and pursuit of funding opportunities.

The Health Program Manager II (HPM II) will provide guidance to a group of technical and

administrative staff in the Local Support Section consisting of the Business Operations Unit and the Program Specialist Unit. The HPM II supports complex and highly sensitive projects in support of the Regional Public Health Office (RPHO), including development of budgets, processing documents to accounting and human resources, developing, and managing contracts, procurement, travel, and training and oversight grant management and information sharing systems. This HPM II position works closely with and serves as back-up to the HPM II over the Regional Program Coordination Section. This position requires up to 20% travel.

The incumbent works under the direction of the Health Program Manager III, Assistant Deputy Director of the Regional Public Health Office.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Serves as the Local Support Section Chief who oversees the Business Operations Unit, including one Staff Services Manager I (SSM I) and three Associate Governmental Program Analysts (AGPAs), and the Program Specialists Unit, a team of four Program Specialists (HPS Is). The HPM II provides leadership and oversight to a group of technical and administrative staff in the implementation and oversight of local assistance funds, including 188.2 million in Future of Public Health and over 35 million in California Strengthening Public Health Infrastructure (CASPHI) funds. Establishes and maintains workload priorities within the Section and ensures timely completion of all activities. Sets direction, priorities, assigns tasks, and provides supervisory direction; monitors completion and assures the accuracy of assignments. Makes workload determinations and assignments, reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy.
- 30% Proactively plans, delegates, and prioritizes assignments, procurements, and projects. Monitors progress and adjusts priorities as needed to ensure accurate and timely completion to meet deadlines. Provides ongoing skills development and feedback to all direct reports. Mentors subordinate staff to ensure job related performance goals are met. Evaluates training needs and performance interventions for individual and team development to increase job proficiency and growth. Keeps the HPM III apprised of critical issues and problems. Coordinates closely with the HPM II over the Regional Program Coordination Section, Research Scientist Supervisor I for the Research, Evaluation and Data Analytics Unit, and the RPHO Assistant Deputy Director/supervisor for the Communications Unit to communicate, ensure cross-functional coordination, share and learn about projects requested from local public health regions/local health jurisdictions to ensure bi-directional communication flow and knowledge sharing of the local public health landscape. Takes proactive approaches to avoid potential issues and identify and recommend options and solutions to resolve issues. Serves as back up to the HPM II over

Regional Program Coordination Section.

20% Participates in strategic planning and development to ensure coordination needs of Public Health Regions are met. Provides supervision in the coordination, development, conduct, consolidation, and analysis of various fiscal drills, budget requests, internal analyses and any external responses related to RPHO resources. Leads the development and maintenance of information and funding management systems to support streamlining coordination of funding reports and other essential resources and materials for Local Health Jurisdiction (LHJ) partners. Duties may include travel to meet with LHJs and/or regions.

Marginal Functions (including percentage of time)

10% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

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: J.A.
 Date: Sept24