

DUTY STATEMENT

Employee Name:	Position Number: 580-700-4800-001
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full-time
Working Title: Administrative Unit Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services Branch/Admin 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 ensuring quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

Under the direction of the Staff Services Manager II, Assistant Branch Chief within the Laboratory Field Services (LFS) Branch, this position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the working supervisor of the administrative unit. The incumbent oversees administrative functions of LFS in the areas of recruitment and hiring,

budgetary functions, invoice processing, purchasing, clerical support, the LFS Call Center, and regulation and economic impact analysis to programs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

30% Plans, organizes, manages, and directs Administrative Unit staff. Oversees all aspects of personnel action (recruitment process, reclassification, justifications, disciplinary actions, etc.) within LFS. Sets priorities and assigns tasks, and provides supervisory direction; monitors completion and assures the accuracy of assignments. Monitors staff workload for performance and quality.

Oversees the personnel liaison preparing and coordinating Requests for Personnel Actions (RPAs) using the Online Appointment and Separation Information System (OASIS) and ensures all appropriate documentation for positions and employee actions are submitted with the hiring package. Manages the development of justification memos to support proposed position changes such as upgrades or changes in duties to existing positions.

Oversees regulation development and administrative support analysts. Directs the staff analyzing and evaluating proposed legislation and development and submission of regulations. Plans, organizes, and manages the preparation and analysis of reports on fiscal and economic impact and California State Auditor findings.

Oversees the LFS Call Center, which is responsible for answering incoming telephone calls and responding to general questions regarding requirements and status for a high-profile program that ensures quality standards in clinical and public health laboratories and laboratory personnel through licensing, examination, inspection, education, and proficiency testing.

Attends quarterly meetings with LFS employees. Provides agenda items for meetings and makes presentations as necessary.

25% Provides supervision to staff in accordance with appropriate bargaining unit contracts and CalHR laws and rules. Approves or disapproves Merit Salary Adjustments, alternate changes, and other personnel actions. Prepares timely probationary reports, individual development plans and, if warranted, corrective action materials. Follows the constructive intervention guidelines and consults with the Performance Management Unit in the Human Resources Division (HRD) as needed. Reviews and approves leave requests and

timesheets. Advises employees on personnel programs and policies by providing the most current resources, including: Employee Assistance Program, Family Medical Leave Act and Worker’s Compensation. Participates in the recruitment process by developing and editing duty statements, conducting hiring interviews, and retaining complete hiring packages.

- 25% Reviews and manages the development and maintenance of LFS’ fiscal reporting and budgetary systems. Oversee the collection, validation, compilation and analysis of budget and expenditure data by program functions of LFS. Manage the tracking of fiscal trends and oversees expenditure forecasts to identify potential budgetary issues. Works closely with Accounting and Budgets to resolve complex budget discrepancies. Annually updates LFS’s Fee Assessment Policy and works with LFS analysts to provide supporting information for bill analyses. Generates and reviews information for Budget Change Concepts (BCC), Budget Change Proposals (BCP), and when needed, Spring Finance Letters. Manages the LFS’s online check deposit process and works with accounting on troubleshooting.
- 10% Reviews and approves invoices for payment for the branch. Directs and manages the invoice coordinator to ensure the timely processing of invoices as required by the California Prompt Payment Act; resolve complex billing disputes. Review and approve contracts, purchase orders and service orders submitted through the Contracts and Purchasing System (CAPS).
- 5% Oversees and works on special projects that are highly sensitive and/or controversial, including directing staff in the preparation of issue memos, reports, and meeting with various stakeholders.

Marginal Functions (including percentage of time)

5% Performs other work-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: AC
 Date: 11/2024