

## DUTY STATEMENT

Employee Name:	Position Number: <b>581-011-7705-909</b>
Classification: Public Health Medical Officer III	Tenure/Time Base: Permanent / Full-time
Working Title: Trauma Mitigation and Response Lead	Work Location: Sacramento
Collective Bargaining Unit: U16 (Specialist)	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity 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 Resources' Job Descriptions webpage](#).

### Job Summary

The Public Health Medical Officer III serves as the Trauma Mitigation and Response (TMR) Lead and is responsible for the planning, administering, organizing, and directing the development and implementation of CDPH TMR Initiative. The TMR Lead will actively engage in complex problem solving, professional learning, collaboration, relationship building, and will interface with internal and external stakeholders, including the Office of Policy and Planning (OPP), CDPH Directorate, CDPH Centers/Departments/Offices (CDO), State Agencies, Local Health Jurisdictions (LHJ), Tribal Health Organizations (THO), Grantors, Consultants, and Contractors. The TMR Lead works in close collaboration with the OPP Deputy Director.

This position promotes the CDPH Mission and Strategic Plan by leading the CDPH trauma responsive culture transformation, operationalizing the TMR strategic plan, and building capacity to create a sustainable framework to support CDPH in becoming trauma responsive and a healing environment.

This position promotes the OPP mission to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective

action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, trauma mitigation and response, and grants management.

Under the administrative direction of the OPP Deputy Director and programmatic direction of the OPP Organizational Capacity Branch Chief, the TMR Lead will work independently, within a team, and collaboratively with internal and external stakeholders to ensure that OPP can provide trauma-responsive professional development programs and trainings at the department, regional, and leadership levels; create a critical incident response model; and incorporate equity, diversity, and inclusion in addition to trauma informed principles in the revision of policies, procedures and guidelines.

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### Special Requirements

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: overnight, weekend, in- and Out-of-State travel up to 5% may be required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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### Essential Functions (including percentage of time)

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#### 35% Program Implementation, Maintenance and Training Development

Provides administrative oversight, strategic direction, and medical advice, including planning, organizing, and direction setting of the trauma informed and response program and services at CDPH. Contributes medical expertise to a multidisciplinary team (behavioral health, health program planning, training coordination, budget and contract monitoring) that develop and implement organization wide TRM professional development programs, team trainings, educational opportunities and materials for CDPH, LHJs, and THOs. Uses highly skilled medical expertise to lead the TMR Initiative, prioritizing organization wide TMR training, education, professional and workforce development. Creates and ensures the implementation of a trauma-informed, trauma-aware, trauma-sensitive, trauma-responsive and trauma mitigation culture, specifically as it intersects with equity, diversity, and inclusion, (ED&I) and anti-racism/anti-oppression work. Uses highly skilled medical expertise to develop a Critical Incident Response (CIR) framework for CDPH. Provides intensive, in-person, and trauma-informed CIR and TMR training throughout the organization.

#### 25% Relationship Building, Collaboration and Meetings

Actively engages in complex problem solving, professional learning, collaboration, and relationship building. Uses highly skilled medical expertise to provide guidance to internal and external stakeholders, including the OPP Deputy Director, CDPH Directorate, CDPH CDOs, State Agencies, LHDs, LHJs, THOs, Grantors, Consultants, and Contractors. Provides expert medical advice to CDPH managers, supervisor, and senior leadership on the TMU initiative, trauma responsive culture transformation, and OPP strategic plan. Contributes as part of the OPP team in collaborative efforts to promote organizational capacity building and transformation in support of statewide health improvement priorities. Participates in various committees, subcommittees and/or work groups related to the TMR initiative. Prepares articles, reports, and presentations for professional meetings and conferences and LHJs.

**20% Consultation and Policy Development**

Serves as a technical consultant and provides expert medical advice to CDPH CDOs and State Agencies related to the TMR initiative. Provides consultation and advice to CDPH Directorate, OPP Deputy Director, and CDPH CDOs on the development and implementation of a trauma-informed workplace culture, policies, and practices that incorporate equity, diversity, and inclusion principles and anti-racism strategies. Implements workflow processes that support continuous program performance improvement. Facilitates the development and maintenance of the TMR Program operations manual. As a highly skilled public health medical expert, aligns CDPH policies and procedures with trauma informed, trauma-sensitive, and trauma responsive principles and practices.

**15% Tracking, Monitoring and Administration**

Tracks progress with TMR strategic plan objectives and key results, as well as the trauma informed and response culture transformation outcomes. Provides direction and guidance in the development of countermeasures for identified barriers or problems with established objectives and/or outcomes. Uses key data to develop and evaluate progress toward the creation of the TMR Program. Communicates with leadership regarding systems issues needing escalation, and evaluation feedback related to Department goals, objectives, and milestones of the trauma responsive culture transformation plan. Provides recommendations related to the TMR initiative budgeting, staffing and resources to ensure the effective delivery of services and the achievement of established goals and objectives. Provides oversight for grant funding allocations and work plan activities and milestones. Escalates fiscal, budget and/or administrative operations issues to OPP leadership as needed to ensure compliance with financial and operational targets. Provides oversight, leads, and submits grant and/or funding proposals.

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

5% Travel to other CDPH offices, trainings, meetings, or events may be required. Other PHMO job-related duties as assigned.

<input type="checkbox"/> 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.		<input type="checkbox"/> 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:		Employee’s Name:	
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: LaJuana Thompson

Date: 11/21/2024