

## DUTY STATEMENT

Employee Name:	Position Number: 580-352-8428-002
Classification: Health Program Manager II	Tenure/Time Base: Permanent / Full-Time
Working Title: Chief, Operations and Support Section	Work Location: 850 Marina 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: Childhood Lead Poisoning Prevention Branch Operations and 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 through ensuring efficient, innovative, transparent, and customer-focused core business activities within the Childhood Lead Poisoning Prevention Branch (CLPPB).

The Health Program Manager II (HPM II) works under general direction of the Health Program Manager III, Assistant Branch Chief of CLPPB, and serves as Chief of the Operations and Support Section (OSS). The OSS Chief is responsible for bringing leadership, innovation, and strategy for optimizing CLPPB operations and is responsible for overseeing the activities required for effective fiscal management and procurement—ensuring transparency and accountability. The OSS Chief manages staff responsible for fee administration and oversees human resources activities, including supporting department priorities of ensuring a diverse, equitable, and inclusive work environment. The OSS Chief oversees the policy unit which is responsible for developing timely, accurate, and creative policy solutions. As a manager, the OSS Chief will be responsible for ensuring objectives

and key milestones of staff are developed and evaluated quarterly. The OSS Chief will interact with leadership and staff across CLPPB on a regular basis. The OSS Chief will be skilled in team building, collaboration, and communication.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 3% in state travel which may rarely require overnight stays.
- 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% Acts as the Branch liaison with Center regarding human resources, fiscal and procurement policies, processes and drills. Oversees and manages fiscal, human resources and procurement documents and processes, fiscal forecasts, budget review and accounting issues relating to the CLPPB. Forecasts Branch expenditures against Branch budget. Reviews the rate of expenditures against the budget allocations to assure Branch stays within budget. Assists with preparing reports and presentations of fiscal and programmatic documents to upper management as part of an annual review. Works with other CLPPB sections on review and submission of grant proposal budgets, proposed legislation, budget change proposals, and policy issues surrounding program funding and legal issues, as requested. Responds to administrative drills requested by Center, Budget Office, Department of Finance, Accounting, the Legislature and Agency.
- 25% Plans, organizes, directs and supervises a multidisciplinary staff of supervisory, professional and technical staff. Reviews and approves staff work products and correspondence, policies and procedures; interprets policy to subordinate staff. Evaluates staff performance and initiates corrective action as appropriate. Sets section priorities and work activities in accordance with CLPPB goals, objectives, activities, and needs; oversees recruitment, selection, and training of new staff.
- 15% Oversees communication with special fund fee payer including responding to inquiries and develops procedures and regulations for administration and collection of special fund fees that support the CLPPB. The HPM II interacts with the Department of Tax and Fee Administration on these issues, most importantly on the special fund fees. Oversees, manages and implements reimbursement process for [Title XIX](#) and interacts with Department of Health Care Services staff.
- 10% Oversees the development of CLPPB policies and regulations for reducing childhood lead exposure, including approaches to reducing levels of exposure and recurring sources of exposure.
- 10% Serves as the CDPH liaison for aspects of program development and policy in the area of childhood lead poisoning prevention and prevention of lead exposure with stakeholders and federal and other State agencies with similar and overlapping interests. Works with advisory work groups to facilitate development of CLPPB policies and oversees staff support of these groups.

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

5% Performs other job-related duties as 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

**HRD Use Only:**

Approved By: HD

Date: 12/2024