

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-045-7705-XXX</b>
Classification: Public Health Medical Officer III (Supervisor)	Tenure/Time Base: Permanent/Full-Time
Working Title: Chief, Future Workforce Section	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: S16	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Office of Professional Development and Engagement	Branch/Section/Unit: Future Workforce 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by contributing to the strategic priority, "Empower the Public Health Workforce." The position directs two training programs that develop epidemiologists and preventive medicine physicians into competent public health leaders for CDPH and California local health departments.

The incumbent works under the Assistant Deputy Director of the Office of Professional Development and Engagement. The Public Health Medical Officer (PHMO) III (Supervisor) supervises and directs a multi-disciplinary unit engaged in organizing, planning, and implementing expanded public health programs that provide graduate medical education and post-graduate epidemiology training. The

PHMO III serves as the Chief of the Future Workforce Section (FWS) and the Director of the Preventive Medicine Residency Program (PMRP) and California Epidemiologic Investigation Service Fellowship (Cal-EIS). The PHMO III is responsible for achieving the mission's goals and objectives of the PMRP and Cal-EIS programs. This involves program administration and management; staff supervision; leadership in the area of professional workforce development; assurance that the educational and accreditation requirements of graduate medical education and post-graduate epidemiology training are met; recruitment, selection, placement, and supervision of trainees and their education; developing and maintaining relationships with a wide variety of internal and external stakeholders on a local, state, and national level; and maintaining current scientific and clinical knowledge base in preventive medicine, public health, and epidemiology.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 30% Provides management/administrative leadership in addition to medical and public health leadership, technical consultation, and evaluation. Uses demonstrated subject matter expertise in epidemiology, public health programs, and public health policy to provide graduate and post-graduate epidemiology training. Manages the recruitment, training, supervision, and evaluation of personnel; manages the recruitment, selection, placement, and supervision of trainees. Perform site visits to monitor trainees' experiences and site/preceptor adequacy. Maintains training funding by ensuring all grant deliverables are met. Drafts and submits grant applications for funding as opportunities are available.
- 20% Develops statewide policy, protocols, standards, and guidelines in order to achieve the mission goals, objectives, and outcomes of the PMRP and Cal-EIS programs. Responsible for achieving the mission, goals, objectives, and outcomes of the PMRP and Cal-EIS programs. Provides technical expertise and guidance in planning, implementing, coordinating, monitoring, and evaluating the programs. Leads the preparation, coordination, and submission of Accreditation Council on Graduate Medical Education (ACGME) required documentation for accreditation site visits and oversees coordination of the site visit itself.
- 20% Organizes and implements regular general preventive medicine, public health, and epidemiology training. Provides expert medical and scientific supervision of PMRP and Cal-EIS projects, including planning, implementing, and evaluating the projects and preparing studies for publication. Tracks PMRP and Cal EIS program competencies and deliverables for each trainee, and coordinates with trainees' preceptors, placement site programs/agencies, the PMRP and Cal-EIS Advisory Committees, and the ACGME to assure educational and accreditation requirements are met. Prepares, submits, and receives approval for abstracts, manuscripts, and grants. Travel in-state and out-of-state is required to attend conferences and

trainings as needed.

- 15% Represents the PMRP and Cal-EIS program and maintains working relationships with preventive medicine, public health, and epidemiology specialists both within and outside of the Department. Works closely with schools of medicine and school of public health in California and across the United States. Establishes and maintains working relationships with local health officers, local public health departments, and appropriate clinical sites for resident training. Advises researchers, policy analysts, and public and professional organizations on complex issues regarding professional workforce development and general preventive medicine/public health. May provide expert testimony to the Legislature and to Congress. Coordinates response to requests for information on the workforce or general preventive medicine/public health issues. Interacts and achieves results with internal team members and external partners including academia, accrediting organizations, local and state health departments, the legislature, and the media.
- 10% Maintains professional competence by continual review of scientific and technical literature, participation in continuing education activities, and attendance at professional conferences and symposia. Conducts scholarly activity as defined by the ACGME to include participation in organized clinical discussion, rounds, journal clubs, and conferences; peer-reviewed funding; publication of research or review articles in journals or chapters in textbooks; publication or presentation of case reports; and participation in national committees or educational organizations. Maintains Board Certification in Public Health and General Preventive Medicine.

**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: <b>Merrill Domondon</b>	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: JF  
 Date: Sept 23