

## DUTY STATEMENT

Employee Name:	Position Number: 580-010-4800-909
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Special Assistant to the Assistant Public Health Officer	Work Location: Various locations available. Location to be determined upon hire
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Director's Office	Branch/Section/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 serving as a highly skilled, technical project manager and integral component of the Director's Office (DO) staff with the responsibility to provide guidance and expertise to assist the Assistant Public Health Officer (APHO) in the coordination of administrative, policy, and program issues. The Staff Services Manager (SSM) I (Specialist) serves as project manager in technically complex and politically sensitive special projects as well as administrative activities assigned by the APHO. The SSM I (Specialist) maintains open and ongoing communication with CDPH management and internal/external partners for the Centers/Division/Offices (C/D/Os) to enable effective coordination between the DO, California Health and Human Services Agency (CalHHS/Agency), and the Governor's Office. The incumbent reviews, evaluates, and analyzes materials pertaining to CDPH's

Population Health pillar – which accounts for over one third of the Department’s staff and budget and contains the Center for Family Health, Center for Healthy Communities, Center for Environmental Health, and the Center for Health Statistics and Informatics – and facilitates program and policy recommendations related to these Centers to the APHO.

The incumbent works under the general direction of the Office Manager, SSM II, DO.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

- 30% Serve as the Special Assistant to the APHO, providing consulting and project management support on highly complex, critical, and sensitive subject areas with cross-departmental or statewide impact. This role requires a high level of organizational and coordination skills and a strong understanding of responsibilities related to the department’s primary mission and priorities. Serve as an integral member of the DO staff, offering recommendations, formulating procedures, and assisting in the coordination of administrative policies and program issues. Act as a liaison between the Directorate and key stakeholders, including CDPH leadership, CalHHS/Agency, and the Governor’s Office, as delegated by and on behalf of the APHO. Work closely with CDPH leadership, including the Directorate and Deputy Directors, to implement cross-cutting departmental objectives, particularly those involving the Centers that report to the APHO. Review, analyze, and assist in developing organizational legislative and policy positions and strategies. Define project scopes, deliverables, and timelines on multiple projects, ensuring their progress is communicated to the APHO. Coordinate and collaborate with the DO team, CDPH leadership, and staff in program and policy development, research, and recommendations aligned with Department priorities. Oversees and manages multiple projects in collaboration with staff across C/D/Os, reporting updates to the APHO. Represent the APHO as a technical lead on various projects and in meetings related to specific programmatic issues, keeping the APHO informed.
- 25% Function as a liaison, providing guidance and consultation between the DO and Population Health’s four Centers. Support programs by assisting with technical and business practices, project workflows, and administrative tasks. Monitor C/D/O program activities, track initiatives, and provide updates to the APHO as needed. Ensures that Population Health Centers consistently align with the department’s strategic priorities and mission through coordinated and tracked activities. Coordinate presenters for Public Health Executive Management Team meetings to ensure effective collaboration with the DO. Prepare and organize agendas for meetings with Center Deputy Directors, departmental staff, and external partners, as needed. Provide administrative and project management assistance to Population Health Centers at the request of the APHO. Support the execution of cross-departmental initiatives, such as

behavioral health programs, fostering partnerships with Local Health Jurisdictions, community-based organizations, healthcare providers, communities, and private and public partners. Contribute to advancing the Department's data strategy and governance, and operationalizing health equity through policies, procedures, and structures. Coordinate with leadership from the Department of Health Care Services, Department of Managed Health Care, Department of Social Services, and the Center for Data Insights and Innovation, as needed. Assist the APHO in exploring and implementing innovative public health models that leverage cross-sector collaboration to address upstream social determinants of health, including education, housing, racial equity, and economic opportunity.

- 25% Serve as a highly skilled, independent consultant and project manager, leading long- and short-term projects and activities that are technically complex, politically sensitive, and time-constrained, as assigned by the APHO. Lead the development and growth of an emerging, innovative hub for public health and education partnerships. This includes facilitating regular meetings and maintaining relationships with state-level partners (e.g., Agency, California Department of Education, State Board of Education, and multiple CDPH branches) and local-level partners (e.g., Local Public Health Departments, County Offices of Education, and Local Educational Agencies). Assist in the development of public health initiatives that address social drivers of health and promote policy, systems, and environmental changes to advance health equity. Participate in monitoring and evaluating public health projects, including gathering, analyzing, and organizing data related to health programs. Support the APHO in addressing routine or complex challenges by developing alternatives, solutions, training plans, and project plans. Analyze administrative challenges and collaborates with subject matter experts to facilitate effective solutions, including activities related to staffing, budgeting, and project implementation. Represent the APHO on committees, workgroups, activities, and task forces. Act as a liaison with staff at the federal, State, and local levels to support public health program initiatives. Assist in developing and standardizing Directorate business practices. Apply analytical techniques to identify and recommend solutions for complex governmental challenges. Serve as the technical lead for sensitive, short-term special projects and activities on behalf of the APHO. This includes communicating with departmental staff, drafting correspondence, crisis management, and project coordination.
- 15% Research and prepare responses on highly sensitive issues on behalf of the APHO, requiring an in-depth understanding of the Department's structure and workload. Review and evaluate materials submitted to the APHO to ensure consistent application of departmental and program policies, as well as completeness and appropriateness for the intended audience. Assesses format, content, and grammar and subject matter for documents such as: reports, bill analyses, Budget Change Proposals, Director's Action Requests, Secretary's Action Requests, Governor's Office Action Requests, and constituent and external stakeholder correspondence for the APHO's signature. Review, analyze, and provide management with advice on proposed legislation, regulations, and health program standards, including their current and potential impacts. Develop, implement, and maintain internal policy and procedural guidelines, including written desk procedures, to streamline and standardize processes.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

**Regions**

<b>Region</b>	<b>Counties</b>	<b>Available Headquarter Locations</b>
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa - 850 Marina Bay Parkway, Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento - 1615 Capitol Avenue, Sacramento, CA 95834

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

5% Maintain regular communication with the Office Manager, SSM II, providing updates on workload, potential issues, and any problems that may arise. Continuously seek opportunities for growth and development through training courses and individual research. Perform 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: MC  
 Date: 12/17/2024