

DUTY STATEMENT

Employee Name:	Position Number: 580-480-4801-001
Classification: Staff Services Manager II (Supervisory)	Tenure/Time Base: Permanent / Full-Time
Working Title: Assistant Branch Chief	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases /Division Communicable Disease Control	Branch/Section/Unit: Public Health Reportable Information Exchange (PRIME) 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 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 the Assistant Branch Chief of the Public Health Reportable Information Exchange (PRIME) Branch.

The incumbent will be responsible for the administrative management and oversight for the PRIME Branch including, but not limited to, all administrative and operational aspects of the PRIME Branch, development and implementation of policy guidelines, strategic planning and justifications for various drills and assignments, human resources and sensitive personnel matters, staff development, fiscal management, contracting activities, as well as aspects of all other day-to-day operational needs of

the Branch.

The incumbent reports to and works under general direction from the Branch Chief in the PRIME Branch.

Special Requirements

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

Essential Functions (including percentage of time)

40% Manage administrative and operational aspects of the PRIME Branch to ensure conformance with state processes and policies in operational areas including direct oversight of human resources, contract preparation and execution and fiscal oversight processes. Provide administrative management of the PRIME Branch and assume primary responsibility for the development, monitoring, evaluation, and improvement of effective and efficient administrative systems within the Branch. Plan, coordinate, and oversee administrative functions, according to departmental standards and guidelines.

Support the Branch Chief with policy, managerial and strategic planning of the PRIME Branch. Possess a strong understand of the State budget cycle, fiscal management, contract execution, and invoice payment process. Manage and oversee fiscal monitoring and reporting requirements. Supervise the development and maintenance of complex, multi-year contractual and fund use expenditure projections, as well as overseeing purchases and financial transactions related to program needs. Responsible for overseeing invoice authorizations, tracking, and confirming payments to contractors and vendors. Independently review and approve invoicing to ensure adherence with contract payment agreements and reviews program encumbrances and expenditures for appropriateness.

20% Provide oversight of administrative management by assisting the Branch Chief with a broad range of high level governmental and managerial issues, which may be administratively complex and sensitive in nature. This includes strategic planning, participating in the project approval lifecycle (PAL) process, budget change justifications, and the coordination, development, review, and monitoring of contracts. Act as the Branch point person for contracts and purchase requests, facilities, equipment, travel, and other various administrative functions. Assist the Branch Chief with the interpretation of Department policy and its application for Branch managers and subordinate staff. Help the Branch Chief with the coordination, review, and timely submission of controlled correspondence due from the Branch to the Department. Ensure development, monitoring, evaluation, and improvement of effective and efficient administrative systems within the Branch. Provide routine reports to the Division, Accounting, and Budget Sections and summary reports to management.

- 20% Responsible for the general oversight and management of personnel liaison activities Branch-wide. Provide oversight to the Branch Chief coordinating with CDPH and other Human Resources staff, on human resources activities including, but not limited to, duty statements, Requests for Personnel Actions, hiring processes, screening criteria, interview panel, interview questions and reference checks, pre-hire requirements and employee orientation, employee evaluation, progressive disciplinary process and preparation of adverse actions, staff development, training, etc. Review and oversee personnel issues and activities, selection of examination priorities, employee corrective and disciplinary actions. Determine training needs and make recommendations for staff development. Incumbent is responsible for guidance and support in the management of human resources Branch-wide.
- 10% Assist the Branch Chief with the development of Budget Change Concepts, Budget Change Proposals, strategies, and recommendations for meeting budgetary requirements. Oversee and evaluate operational tracking systems, make recommendations, plan logistics and develop implementation plans to meet operational needs of the program. Provide subject matter expertise in administrative/operational decisions and policy-making discussions. The incumbent will attend Branch Senior Management Team meetings, in person at the CDPH Public Health Campus in Richmond, Ca or in Sacramento Ca.
- 5% Represent the PRIME Branch at meetings and conferences. Assist the Branch Chief with the overall programmatic and administrative functions of the program and other duties as required. The incumbent may act for the Branch Chief in his or her absence. Travel may be required between the Sacramento and Richmond headquarters.

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

Region	Counties	Reporting Location
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 - 1616 Capitol Avenue Sacramento, CA 95814

Marginal Functions (including percentage of time)

- 5% 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: JC

Date: 12/16/24