

DUTY STATEMENT

Proposed

Employee Name:	Position Number: 580-370-7500-001
Classification: Career Executive Assignment (CEA) A	Tenure/Time Base: Permanent/Full-time
Working Title: Chief, Substance and Addiction Prevention Branch	Work Location: 1616 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Communities/Community Wellness	Branch/Section/Unit: Substance and Addiction Prevention 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 protecting the public's health and promoting health, wellness, and equity.

The CEA serves as the Substance and Addiction Prevention Branch (SAPB) Chief and manages, supervises, oversees, and directs scientific, professional, and technical staff in planning, implementing, and monitoring substance use/misuse (cannabis, alcohol, and opioid), overdose, and addiction (gambling) prevention programs. The Branch Chief provides organizational and statewide leadership for policy, systems and environmental change approaches that aim to minimize negative health, social and legal impacts associated with substance misuse and addiction. The CEA directs

policy for emerging issues related to alcohol, cannabis, opioids, and other drugs, and resolves sensitive and complex program, administrative and fiscal related issues. The CEA oversees a \$52 million budget, including responsibility for administration, statewide health education programs and media campaigns, the gambling disorder treatment program, research, surveillance, and evaluation activities.

The incumbent works under the Assistant Deputy Director, Community Wellness of the Center for Healthy Communities.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% In 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)

- 40% Sets the future vision and overall direction of programs and has primary responsibility for the policy implementation, monitoring, and evaluation of substance use/misuse and addiction health education and prevention public health programs, as well as the statewide gambling disorder treatment program. This includes all phases of the daily operations of the branch, including budget development and tracking, policy decisions, supervision of multi-disciplinary staff, and direct oversight of the statewide health education activities. Including multi-million-dollar media campaigns. Infuses health equity and anti-racism strategies into programs and Branch culture, ensuring a safe and healthy work environment. Provides leadership and oversight to coordinate local educational resources, media, evaluation, data analysis, grant management and contract administration efforts to ensure vertical and horizontal integration of program policy goals. Advances the use of results-based accountability, lean strategies, and quality improvement activities to streamline business practices, increase efficiency, enhance communication, and improve utilization of best practices locally and nationally.
- 25% Manages multi-disciplinary professional, technical, scientific, and supervisory staff. Provides direct oversight for the Substance Prevention Section, Behavioral Health Promotion Section, and Substance Use Research & Evaluation Section. Provides guidance and mentorship in the assignment of tasks to staff, monitors workload, and provides project management tools. Ensures staff have the required training to fulfill job duties and provides additional professional development opportunities. Conducts regular meetings with staff to evaluate work and provide direction for career development and continued growth. Ensures timely completion of assignments. Oversees the Branch's fiscal, personnel and administrative functions. Provides guidance for all department related drills including administrative operations, budgets, personnel, accounting, procurement, and facilities. Reviews legislative bill analyses and budget change proposals and makes decisions regarding policy and fiscal resources. Attends departmental meetings and other training to ensure the Branch adheres to departmental policies.

- 20% Provides professional review of public substance use and addiction prevention studies and research, reports to the Legislature, and various technical reports to ensure compliance with CDPH policies, existing law, public health requirements and overall quality control requirements. Feedback is provided to CHC Leadership/staff, CDPH Directorate, Agency, Legislators, Department of Finance, as well as other Center, Divisions and Offices. Works with other Branches, Offices, Centers, and Divisions within CDPH, state agencies such as the Department of Health Care Services, Department of Cannabis Control, Mental Health Oversight and Accountability Commission, Department of Justice, and Department of Education to ensure a collaborative strategic message in behavioral health and mitigate harm from substance use/misuse and addiction. Prepares communications in collaboration with the CDPH Office of Communications, local partners, community representatives, and the public. Makes recommendations to the Center Office and CDPH Directorate regarding departmental administrative functions, substance use/misuse and addiction prevention programs, and the delivery of health educational services and gambling disorder treatment to California’s diverse population.

- 10% Represents the Branch and the California Department of Public Health at legislative hearings, meetings, and conferences. Attends meetings and provides statewide policy recommendations to California Health and Human Services Agency and the Governor’s Office. Oversees and manages engagement with statewide local health departments, external partners, and community-based organizations, and meets with vendors to ensure the delivery of required activities. Travels within and outside California to attend meetings and conferences.

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:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date
HRD Use Only: Approved By: CB	Date 8/16/24		