

DUTY STATEMENT

Employee Name:	Position Number: 581-700-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Limited-Term/Full-Time
Working Title: Operations Branch Coordinator	Work Location: 805 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations 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 an integral component of the Center for Laboratory Sciences (CLS) in the coordination of all the Center's laboratory programs, lab related topics and administrative policy and program issues and representing the CLS as an independent technical consultant and project manager on various special projects for the Assistant Deputy Director (ADD)/Operations Branch Chief of the Center for Laboratory Sciences.

The Health Program Specialist I (HPS I) participates in technically complex and sensitive special projects and activities assigned by the ADD/Operations Branch Chief. Responsible for providing support and comprehensive CLS coordination necessary to meet the goals and objectives established by CLS. The HPS I provides guidance and expertise in highly complex, critical, and sensitive subject

areas with multi-departmental or statewide impact, requiring a high level of skills and knowledge and responsibility for work as it relates to the Department's primary mission. Assists with overall technical and business practices, and workflow of the Department's programs. The HPS I provides assistance regarding sensitive Branch issues and relieves the ADD/Operations Branch Chief of routine administrative tasks and responsibilities. The incumbent works under the general direction of the ADD/Operations Branch Chief, CLS.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Serves as an integral component of the CLS Operations Branch staff with the responsibility to oversee multiple operational and administrative projects affecting all labs in areas including HR, Fiscal/Budgets, Contracts and Procurement, and Legislative and Policy Development. Represents the ADD/Operations Branch Chief as a technical lead and consultant on various Operations related projects and meetings, such as program updates and meetings related to specific programmatic issues in order to keep the ADD/Operations Branch Chief apprised of specific projects and deadlines. Works closely with CDPH and CLS leadership to execute cross-cutting Center objectives, particularly those that involve administrative functions affecting all sections that report to the ADD/Operations Branch Chief. Independently assists in developing complex operational and administrative project plans, including risks and issues from all workstreams on an ongoing basis. Defines project scopes, deliverables, and timelines on multiple projects and communicates their progress to the ADD/Operations Branch Chief.
- 25% Serves as a skilled, independent consultant and project manager, leading long and short-term technically complex and politically sensitive and time constrained operational projects and activities assigned by the ADD/Operations Branch Chief. Functions as a subject matter expert and liaison to provide guidance and consultation between the ADD/Operations Branch Chief and CLS Divisions and Branches in operational and administrative related topics affecting the Center's laboratory programs. Participates in monitoring and evaluating laboratory and other health programs and projects that may include gathering, analyzing, and organizing data related to operational and administrative programs. Recommends and takes effective actions on a variety of project activities, staffing, and budgetary processes. Coordinates and oversees the work of cross-divisional initiatives as assigned by the ADD/Operations Branch Chief. Represents the ADD/Operations Branch Chief on various committees, workgroups, activities, and task forces. Responsible for assisting in the development and standardization of CLS business practices and logically and creatively utilizing analytical techniques to identify and make recommendations to management regarding complex governmental problems. This may include communicating with departmental staff on behalf of the ADD/Operations Branch Chief, drafting letters, crisis management, and project coordination.

20% Assists in the coordination of complex administrative policy and laboratory program issues and functions as a liaison between the ADD/Operations Branch Chief and CDPH leadership. Responsible for monitoring activities, tracking initiatives, providing analyses, and providing updates as needed to the ADD/Operations Branch Chief. Independently coordinates and tracks activities to ensure the ADD/Operations Branch Chief continually meets the departmental strategic goals and initiatives. Responsible for coordinating meetings and communicating with CLS management teams to ensure effective coordination and collaboration with the ADD/Operations Branch Chief. Prepares and coordinates agendas for meetings with CLS Division and Branch Chiefs, departmental staff, and external stakeholders, as needed. Supports the CLS with complex administrative and laboratory project management duties, as needed, at the request of the ADD/Operations Branch Chief. Independently develops and maintains a tracking system to monitor incoming assignments and deadlines. Participates on special projects for the ADD/Operations Branch Chief. Responsible for scheduling details for policy, program, and strategy meetings for the ADD/Operations Branch Chief. Assists the ADD/Operations Branch Chief in policy and strategy discussions/presentations, manages and assigns action items to appropriate staff, and follows up on assignments as needed. Briefs the ADD/Operations Branch Chief on the status of appropriate high-level assignments as assigned.

15% Researches and drafts responses on highly sensitive issues on behalf of the ADD/Operations Branch Chief that require in-depth knowledge of the structure and workload of the Department and CLS. Reviews and evaluates materials submitted to the ADD/Operations Branch Chief for consistent departmental/program policy applications, completeness, and thoroughness in terms of subject matter and audience, format, content, and grammar. These documents include reports, bill analyses, Budget Change Proposals, fiscal documents, procurement documents and contracts, Administrative Memos, policies and procedures, and correspondence for the ADD/Operations Branch Chief’s signature. Analyzes and recommends effective action on proposed legislation, regulations, administrative problems, and program standards. Develops, implements, and maintains internal policy/procedural guidelines, and writes desk procedures.

Marginal Functions (including percentage of time)

5% Keeps Operations Branch Chief updated on workload and any potential issues and problems that may arise. Continuously seeks opportunities for growth and development through training courses and individual research. 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 read and understand duties and requirements listed above and able to perform duties with/without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or unsure of 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: AC
 Date: 12/2024