

## DUTY STATEMENT

Employee Name:	Position Number: 580-660-9236-001
Classification: Chief, Food and Drug Unit	Tenure/Time Base: Permanent/Full-Time
Working Title: Unit Chief	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: S07	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Office of Youth Tobacco Enforcement / Stop Tobacco Access to Kids Enforcement (STAKE) Unit - North

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 promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risk.

The Chief, Food and Drug Unit (Unit Chief) is responsible for planning, organizing, directing, overseeing, and determining the effectiveness of the scientific, legal, investigative, educational, and enforcement activities of the Stop Tobacco Access to Kids Enforcement (STAKE) Act for STAKE Unit - North and to ensure flavored tobacco products are not being sold in California. The Unit Chief will

perform administrative duties such as supervising program staff and evaluating their performance and activities specific to the Unit; track and foresee emerging public health trends affecting the regulated industries and develop necessary regulatory strategies.

This position is designated as peace officer per California Penal Code 830.3 (f) and (h). This position performs the full range of peace officer duties and responsibilities in the accomplishment of their assignments and must be in compliance with the California Commission on Peace Officer Standards and Training (CA POST). During the course of their employment, they are required to carry a firearm and be proficient in its use. Further, must be knowledgeable in the area of use of force, demonstrating appropriate use as prescribed in department policy.

The incumbent works under the general direction of the Chief, Food and Drug Section (Office Chief) in the Office of Youth Tobacco Enforcement (OYTE).

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% required; may attend and participate in local, state, or national required meetings and seminar, which may require an overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: CA POST Certificate
- Other:
  - Psychological Evaluation Requirement/Clearance;
  - Meet CA POST requirements and demonstrate quarterly peace officer proficiencies:
    - The position requires successful completion of the CA POST; Certified Basic Peace Officer Training Course (basic academy).
    - The incumbent is required to meet CA POST requirements for Continued Professional Training (CPT), attend, participate and successfully complete CA POST certified and/or OYTE mandated training courses, including but not limited to, weapons qualifications and defensive tactics training, as well as training required by the Department.
  - Transport or move items (weight up to 50 pounds); climb stairs and ladders; work in extreme temperatures and on hazardous surfaces; transport investigation and safety equipment, evidence/sample kits, and records.

### Essential Functions (including percentage of time)

- 30% Oversee the scientific, legal, investigative, education, and enforcement activities specific to the work of the STAKE Unit - North to ensure that these activities are conducted in a manner that is timely, reasonable, and uniform statewide. Review, develop, and make recommendation in areas such as consumer complaints, safety concerns associated with using youth operatives, and facilitation and coordination involved with managing contracts with city and county officials to perform tobacco enforcement activities in given areas.

- 20% Organize and direct the coordination of scientific and technical activities to assure consistency and effectiveness of investigative, inspectional, law enforcement, and other activities with other departmental, local, state, and federal programs, and to assure utilization of state of the art scientific and technical developments that can detect and prevent increase in the use and sell of tobacco products to minors.
- 20% Direct and supervise multidisciplinary staff in all activities assigned to the Unit. Prepare performance evaluations, probationary reports, and oversee staff development. Provide guidance on personnel management and other administrative issues as necessary. Direct inquiries to the Administrative Support Unit and the Human Resources Division as needed.
- 15% Assist the Office Chief in the development, maintenance, and implementation of statewide program plans, policies, procedures, budgets, trainings, education efforts, and other activities necessary to assure the consistent reduction in tobacco use. Assist the Office Chief in the development of program’s plans and administration of laws.
- 10% Prepare correspondence, bill analyses, legislative and other comprehensive reports, and articles for publication. Participate and represent, when necessary, the department at meetings and conferences with the scientific, technical, legal, and other representatives of governmental, industry and consumer groups.

**Regions**

Region	Counties	Available Headquarter Locations
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 (Richmond)
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	Fresno

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

5% Perform other work-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
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Supervisor's Signature	Date	Employee's Signature	Date
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**HRD Use Only:**  
Approved By: AV  
Date: 12/2024