

DUTY STATEMENT

Employee Name:	Position Number: 581-330-8428-004
Classification: Health Program Manager II	Tenure/Time Base: Permanent / Full-time
Working Title: Program and Policy Section Chief	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Control Branch / Program and Policy Section

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 mission and strategic plan by supporting chronic disease evidence-based intervention programs that promote healthy behaviors and healthy communities, and improve the prevention, diagnosis, and management of chronic disease.

Under the general direction of the Health Program Manager III (HPM III), Chief, Chronic Disease Control Branch (CDCB), the Health Program Manager II (HPM II), Program and Policy Section (P&P), administers, plans, organizes, directs, and supervises the work of multi-disciplinary professional and support staff to include Health Program Specialist I's and II's, that oversee multiple federal grants that address chronic disease. The HPM II supervises the Program and Policy Section within CDCB and is

responsible for the supervision and management of program activities and serves as a liaison with the appropriate interagency programs, fiscal staff, and federal agencies, such as the Centers for Disease Control and Prevention (CDC) and statewide advisory committees. The HPM II oversees and strategically guides the development of statewide work for programs focused on the prevention and self-management of heart disease and its risk factors the Type 2 Diabetes Program, and the Cardiovascular Disease Prevention Program.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Demonstrates strong project management skills to manage program timelines across the Section, supervise and direct staff in the development and implementation of grant applications; funding proposals and reports; and Requests for Proposals, including selection criteria and technical assistance for contractors in accordance with the timelines outlined by the CDC and the Program Support Branch. Coordinates with staff, grantees, vendors, and contractors to assure that deliverables are met. Directs, oversees, and supervises staff in the program implementation of multiple federal grants that address chronic disease. Develops and continuously manages the program budgets, while meeting quarterly with the Branch's Business Operations Section leadership to communicate program's budgetary needs and ensure accuracy of budgets across state fiscal years and federal fiscal years. Responsible for the monitoring of program activities and ensuring that all grant requirements are met in a timely fashion with respective approvals. Establishes standards and timelines for program deliverables to ensure they are successfully developed, implemented, and submitted. Supervises staff in the development of guidelines, work plans, procedures, and the formulation of policy recommendations, including the evaluation and monitoring of program standards to assure funding of programs continues to expand the state's programmatic efforts to improve chronic disease prevention through an upstream lens.
- 25% Develops programmatic strategies at the Section level to ensure programs demonstrate impact and improvement of the chronic disease landscape across California and establishes evaluation measures to demonstrate measurable impact statewide. Demonstrates a strong fundamental understanding of the programs and how to address heart disease and type 2 diabetes prevention at a statewide level. Consults with federal, state, and county officials, the CDC, California Conference of Local Health Officers, and university research centers concerning program efforts in the prevention, treatment, and management of cardiovascular disease, type 2 diabetes, and other associated chronic conditions. Supervises the development of bill analyses and legislative proposals, and the implementation of approved legislation. Supervises the planning and performance of staff work for program advisory committee meetings. Maintains relationships with statewide stakeholders such as the

California Diabetes Coalition and the American Heart Association. In-State travel is required to attend conferences, meetings, site visits, and trainings. Out-of-State travel is required to attend annual CDC Grantee Meetings for multiple programs.

- 20% Plans, organizes, prioritizes, and directs program short- and long-term activities, including the development, evaluation, and research of health policy issues focused on chronic disease prevention across the lifespan. Supervises and oversees program evaluation across the Section to ensure program efforts focused on heart disease and type 2 diabetes are positively impacting Californians and the communities at greatest risk. Monitors the development of statutory changes and regulatory changes, as necessary to the programs and their relevant health policies. Directs and supervises staff in maintaining program guidelines, technical assistance, and monitoring for the development and implementation of local partnerships, local provision of services, and appropriate health education programs. Maintains scientific knowledge on chronic disease prevention, detection and management and ensures staff have appropriate training.
- 10% Supervises demonstration and pilot projects to test evidence-based strategies to improve access and prevent premature death and disability among high risk, hard to reach vulnerable populations in California. Develops and submits grant proposals for funding and identifies resources for program expansion and project development.
- 10% Communicates the vision and mission of the Branch to Section staff so it is integrated into the development of programmatic work. Establishes staff performance standards and training requirements. Evaluates the performance of Section staff, providing regular and prompt feedback and guidance as needed. Conducts staff meetings and communicates to ensure roles, responsibilities, and expectations are clear. Creates desk manuals that outline clear expectations and duties of roles within the Section’s programs.

Marginal Functions (including percentage of time)

- 5% Represents the Branch Chief as requested. Performs 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: JJ

Date: 1/6/25