

DUTY STATEMENT

Employee Name:	Position Number: 580-351-8427-909
Classification: Health Program Manager I	Tenure/Time Base: Permanent/Full-time
Working Title: Special Projects & Program Support Chief	Work Location: 850 Marina Bay Parkway, P-3, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Special Projects and Program Support 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 (CDPH) mission and strategic plan by providing oversight for the support of occupational health programs promoting safe and healthy workplaces for the people of California.

The Health Program Manager I (HPM I) provides programmatic, policy, and administrative leadership in planning, organizing, and directing the work of the Special Projects & Program Support Section. The HPM I is responsible for the supervision and review of assignments of analysts who provide administrative support to all branch programs. The HPM I manages multiple projects with competing priorities, provides management with the status of unit operations and recommends solutions to

problems/issues related to procedures, business processes, and/or policies. Provides support to administrative staff on the budget, personnel, contracts, communication, procurement processes and Public Records Act requests, provides oversight and workload dissemination to support staff for the completion of administrative drills, and reviews branch administrative priorities with management. Oversees implementation of associated policies and procedures, and relays information to appropriate parties and ensures timelines are met. This position requires up to 5% travel with periodic overnight travel within California.

The incumbent works under the general direction of the Health Program Manager II (HPM II), Assistant Branch Chief of the Occupational Health Branch (OHB).

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Provides programmatic, policy, and administrative leadership in planning, organizing, and directing the work of the Special Projects & Program Support Section. Responsible for direct oversight supervision of four Associate Governmental Program Analysts (AGPA), workload dissemination and review and approve assignments of analysts who provide administrative support to all branch programs. Establishes and communicates unit goals, objectives, and priorities to achieve efficient branch operations. Monitors workload and assignments, reviews work results, assesses staff performance, and provides or recommends training as needed. Evaluates and provides feedback to staff to aid in their professional development and to ensure performance objectives/standards are met. Reviews and approves staff requests including leave, overtime, travel, and training. Provides timely performance appraisals of unit staff. Recruits, interviews, and hires staff.
- 25% Manages multiple administrative and budget projects with competing priorities. Provides management with the status of unit operations and recommends solutions to problems/issues related to procedures, business processes, and/or policies. Provides support to administrative staff on the budget, personnel, contracts, communication, procurement processes and Public Records Act requests. Communicates effectively verbally and in writing. Conducts periodic reviews/audits of contracts, grants, and budgets to ensure consistency and appropriate application of state procedures. Coordinates day to day operations of analytical staff and tracks progress. Reports delays or issues to management and provides recommendations for resolution.
- 25% Reviews branch administrative priorities with management and oversees implementation of associated policies and procedures. Communicates information to appropriate parties and ensures timelines are met. Reviews responses and documents representing the branch and

ensures appropriate content, clarity, and accuracy, such as information including positions, budget expenses and projections. Reviews scopes of work, funding, and proper support documents before approving procurements, contracts, and other agreements with external entities. Responsible for electronic and paper records organization and retention. .Represents OHB to other CDPH organizations, control agencies, contractors, vendors, and outside entities. Periodic travel required represent OHB at offsite events and meetings.

15% Oversees the Occupational Lead Poisoning Prevention Program’s (OLPPP) administrative system, policies, and functions related to the Occupational Lead Poisoning special fees paid by employers in lead industries that provide all funding support for OLPPP. Coordinates with the California Department of Fee and Tax Administration (CDTFA) on all issues related to fee collection, identification of companies for billing, dissemination of informational materials on fee-related regulatory requirements, and processing and evaluation of applications for fee waivers. Maintains compliance with a strict timeline for each step of the annual fee collection processes. Oversees the work of the administrative staff who process, evaluate, and make decisions regarding the granting of fee waiver requests, which includes determinations of whether companies are eligible for a fee waiver based on existing regulations and descriptions of industrial processes and operations. Leads staff in identifying ways to streamline fee-related processes to conserve staff resources and ensure accuracy of fee waiver determinations. Supports OHB’s Occupational Lead Poisoning Prevention Program (OLPPP) Fee Waiver administrative system, policies, processes, and functions related to the OLPP special fees paid by employers in lead industries that provide all funding in support of OLPPP.

Marginal Functions (including percentage of time)

5% 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:

Date: