

## DUTY STATEMENT

Employee Name:	Position Number: 580-602-4802-001
Classification: Staff Services Manager III	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant Division Chief	Work Location: 1500 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes): Yes
Center/Office/Division: Center for Environmental Health	Branch/Section/Unit: Division of Radiation Safety & Environmental Management

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 planning, organizing, and managing the various environmental health programs in the Division of Radiation Safety and Environmental Management (DRSEM). Under the general direction of the Division Chief (DC), the Staff Services Manager III, assists and advises the DC on program and administrative policy matters and responsibilities. This includes assisting in the coordination, development, implementation, and direction of the DRSEM's programs, coordinates the activities with those of other divisions, offices, or programs, assists in determining policies and procedures, monitors and allocates available budgetary and personnel resources; and consults with the DC regarding policy and program development and evaluation, provides technical and administrative expertise, responsible for special projects and prepares correspondence and reports, represents the CDPH at

task forces, committees, conferences and meetings with various governmental and constituent organizations related to environmental health issues. This position requires up to 10% monthly travel to attend meetings with local, state, or federal agencies, which may require overnight stay(s).

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% travel to attend meetings with local, state or federal agencies, which may require overnight stay(s)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

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- 35% Provides budget review and oversight for the Radiologic Health Branch (RHB) and the Environmental Management Branch (EMB), including funds from the General Fund, federal funds, Radiation Control Fund, Medical Waste Fund, Nuclear Emergency Response Program Fund, Registered Environmental Health Specialist Fund, Public Health Emergency Preparedness, Public Health and Health Services Block Grant, reimbursement contracts and federal grants. Assists in planning, prioritizing, and managing DRSEM resources and coordinates with branch chiefs on the allocation and expenditure of budget resources. Informs management on expenditure patterns to ensure program costs are maintained within budgeted amounts and that special fund revenues are sufficient to cover expenses and maintain a reasonable fund reserve. Supervises and counsels staff and takes appropriate corrective actions as necessary, including providing direction and guidance to branch chiefs on levels of adverse personnel actions in consultation with Human Resources Division.
- 25% Assists in the planning, coordination, and management of the DRSEM administrative operations. This includes development of Budget Change Proposals for the branch programs, regulations development, bill analysis, audit requirements, ensuring revenues are sufficient to meet the special fund operating budgets, procurement, contract, and space needs. Oversees staff adherence to all CDPH and DRSEM policies, rules, and procedures. Reviews staff work and perform regular and timely staff performance appraisals. Motivates and engages staff to work collaboratively toward DRSEM goals and objectives. Advise the DC on resolution of personnel issues. Acts as the primary contact person on issues related to personnel such as classification studies, labor relations, grievances, and corrective and adverse actions.
- 15% Assists in the planning and direction of the environmental health functions performed by the RHB and the EMB branches. Duties include development of program policies and new program areas as resources become available. Program areas include the safe use of radiation, medical waste, nuclear emergency response, radiological cleanup at military bases, pre-harvest commercial shellfish operations, recreational health (public swimming pools, ocean beaches, and organized camps), sanitary surveillance of state institutions, the Registered Environmental Health Specialist program and the indoor radon program.

10% Represents the DC at meetings and conferences and in relationship with other department and agency officials, officials of other states. Acts as the DC in his absence. Oversees the Administration Section and ensures administrative drills are completed on time.

10% Monitors and evaluates the adequacy, effectiveness, and efficiency of the programs within the DRSEM. Develops new methods or processes for delivering services within the DRSEM program areas that are more responsive to the needs of the customers and regulated communities. Develops new and innovative methods to address the financial needs of the various programs. Advises the DC on the development of program improvement recommendations and implements program modifications to improve performance, as needed. Assists branch chiefs with issues related to organization and how to focus on DRSEM needs, the products they produce, and the customers needing the services. Acts as lead on various assignments from the Center for Environmental Health, as needed.

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

5% Lead and performs special projects and 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: DN  
 Date: 1/25