

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-421-7674-002
Classification: Public Health Medical Administrator I	Tenure/Time Base: Permanent/Full Time
Working Title: Branch Chief	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: M16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases	Branch/Section/Unit: Division of Communicable Disease Control/Infectious Diseases 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 Resources' Job Descriptions webpage](#).

Job Summary

The position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Chief of the Infectious Disease Branch (IDB) in the Department of Public Health. As Chief of IDB, the Public Health Medical Administrator I (PHMA I), provides medical and general administrative leadership in the control and prevention of infectious disease through a staff comprised of state, federal, and contract staff.

The Public Health Medical Administrator (PHMA) I is Chief of the Infectious Disease Branch (IDB) and plans, organizes and directs staff of the Branch. Duties include management and direction of surveillance, investigation, and data analyses of over 50 infectious diseases and outbreaks for which

IDB is responsible; support of local health departments (LHDs) in their management of IDB diseases and their outbreaks; support for statewide emergency response; strategic and policy planning; oversight of health education and risk communication of IDB diseases; oversight of fiscal and administrative procedures; and evaluation to assure accomplishment of program objectives for the prevention and control of IDB diseases.

The incumbent works under the general direction of the Public Health Medical Administrator II, Chief, Division of Communicable Disease Control.

Supervision Exercised: Supervises the Assistant Branch Chief and Section Chiefs of the Branch.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% may be required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: **California Medical License**
- Other:

Essential Functions (including percentage of time)

- 40% Manage and direct the activities of the Infectious Disease Branch (IDB). Oversee surveillance, investigation, and data analyses of over 50 infectious diseases and their outbreaks and provide epidemiologic support for local health departments in their management, control, and prevention of IDB diseases and outbreaks. Provide support for statewide emergency response as needed. Serve as management lead for IDB communicable disease issues as they relate to and impact other California Department of Public Health (CDPH) offices and centers, including Office of Communications, Legislative and Governmental Affairs, Center for Laboratory Sciences, Center for Environmental Health, Center for Community Health, and Administration Division. Provide strategic direction in Branch, Division, Department, and healthcare and community partnership meetings, facilitating a collaborative work environment to build program synergy and integration.
- 30% Serve as CDPH principal authority on the technical, administrative, and legal aspects of surveillance, investigation, control, and prevention of IDB diseases; provide consultation to state agencies, local health departments, private providers, and others to ensure consistency with CDPH recommendations. Make recommendations on CDPH positions for proposed legislation related to IDB diseases, and on policies and regulations regarding control and prevention of IDB diseases.

Oversee health education and risk communication related to IDB diseases, annual surveillance, disease reports, IDB projects and research collaborations - including review and approval of associated communications, reports, and publications. Oversee scientific and general presentations of IDB diseases to local health departments, medical providers, professional associations, and community-based organizations.

- 15% Direct day-to-day Branch operations and administrative management, including a broad range of high-level issues, which may be complex and sensitive in nature. These include monitoring of contracts and other expenditures; ensuring compliance with human resources, EEO and other department guidelines in hiring; staff and workforce development; supervision, employee evaluation, and progressive discipline; and other state administrative functions.
- 10% Represent CDPH at meetings, conferences, and other forums, both governmental and private, addressing stakeholder groups. This will involve travel to local health department offices in California and national partner organizations (e.g., the US Centers for Disease Control and Prevention).

Region	Counties	Reporting Location
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 - 850 Marina Bay Parkway, Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento - 1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

- 5% Prepare, review, and edit correspondence, position papers, press releases, controlled correspondence, reports, and other documents as requested. Perform other 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: JC
 Date: 02/11/25