

**DUTY STATEMENT**

Employee Name:	Position Number: 580-230-4800-008
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full-time
Working Title: Staff Development and Communications Unit Chief	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Preparedness and Response / Division of Operations	Branch/Section/Unit: Strategic Planning, Policy, and Training Section / Staff Development and Communications Unit

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 advancing emergency preparedness capabilities through comprehensive staff development and training, ensuring personnel are equipped to respond effectively to emerging public health threats. Additionally, this position enhances communication and coordination by managing the emergency preparedness website, serving as a central hub for resources and information.

The incumbent works under the general direction of the Staff Services Manager II (SSM II), Chief of the Strategic Planning, Policy, and Training Section (SPPTS) in the Center for Preparedness and Response (CPR). The Staff Services Manager I (SSM I) Supervisor functions as Chief of the Staff

Development and Communications Unit. The SSM I is responsible for providing direct supervision and oversight to multi-disciplinary staff specializing training and development, website management, SharePoint management, accessibility of documents and postings including federal plain language standards, culturally and linguistically appropriate materials, and federal and state accessibility standards. The incumbent is also responsible for coordinating drills related to employee training needs as well as programmatic or strategic alignment with CDPH and CPR mission and values. The SSM I will work with and advise CPR executive management on special project operations, staff workgroups, and other administrative operations related to employee training and development and communications.

Up to 5% travel is required to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits.

In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

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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 5% travel
- 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% Acts as Chief of the Staff Development and Communication Unit (SDC), providing direct supervision and oversight to multi-disciplinary staff specializing in training and development, website management, SharePoint management, accessibility of documents and postings including federal plain language standards, culturally and linguistically appropriate materials, and federal and state accessibility standards. Provides leadership, guidance, and direction to staff by evaluating work performed, coaching, mentoring, and identifying training opportunities for improved performance and job satisfaction. Reviews and oversees personnel issues and activities within SDC including hiring, performance evaluations, and employee corrective actions as necessary. Ensures effectiveness of staff communication, continuous learning, quality improvement, and development strategies. Allocates SDC workload and assigns tasks to subordinate staff. Sets priorities, assigns tasks, and provides supervisory direction; monitors completion and assures the accuracy of assignments. Makes workload determinations and assignments, reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy. Works with the Strategic Planning, Policy, and Training Section management to coordinate activities to ensure consistency with CDPH and CPR missions and values. Analyzes ongoing

and new program issues and keeps the Section Chief informed of current activities and provides recommendations and proposed solutions to issues. Prepares, reviews, and edits Strategic Planning, Policy, and Training section reports, issues memoranda, position papers, and controlled correspondence. Participates in center-wide meetings and strategic planning efforts. Ensures programmatic alignment with center and department mission, vision, and values.

- 35% Provides oversight, support, and direction to SDC staff for center-wide staff development and training. Coordinates drills related to employee training needs as well as programmatic or strategic alignment with CDPH and CPR mission and values. Ensures training aligns with diversity, equity, inclusion, and accessibility principles. Oversees the development of criteria and implements needs assessment activities for CPR including determining priorities for State and Federal training courses, in-service trainings, continuing education courses, workshops, and conferences related to public health emergency and response issues. Ensures consistency of trainings with changes in requirements under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Oversees SDC's coordination with CPR programs to ensure websites and resources are consistent in posting relevant, translatable, and accessible information to showcase the impact and public health guidance that evolves from CPR programs. Ensures accessibility of documents and postings including federal plain language standards, culturally and linguistically appropriate materials, and federal and state accessibility standards
- 20% Assesses stakeholder support needs and incorporates into CPR staff specialized training programs. Assists with surveys and interviews with CDPH subject matter experts and local stakeholders to research, review, and evaluate efficiency and effectiveness of responses and identify gaps. Participates on needs assessment, evaluation, and response committees and determines evaluation metrics. Collaborates with CPR Division staff, CDPH Programs, and other internal and external stakeholders. Coordinates and supports site visits and other meetings with federal, state, and local partners. Assists with the coordination of conference logistics ensuring seamless execution and exceptional attendee experiences. Travels to attend meetings and participates in workgroups on behalf of CPR relating to public health emergency and response issues. Attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills. Represents the SPPTS Chief, Assistant Deputy Director and Deputy Director at high-level meetings as needed.

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

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- 5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research.
- 5% Other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of the four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

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: T. Moya

Date: 2/12/25