

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-510-4800-909</b>
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent Full Time
Working Title: Vendor Policy and Regulations Specialist	Work Location: 3901 Lennane Dr. Sacramento CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Communications, Food, and Vendor Policy Branch / Vendor Policy and Food Package Section / Vendor Policy and Food Package Specialists Team

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 the health and well-being of California's diverse people and communities. As an employee of the Communications, Food, and Vendor Policy Branch, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve Women, Infants, and Children (WIC) Program participants, vendors, and local agencies.

The incumbent works under the general direction of the Chief, Vendor Policy and Food Package Section Staff Services Manager II (SSM II). The Staff Services Manager I Specialist (SSM I Specialist) oversees the development and implementation of new and existing regulations and policies related to the Women, Infants, and Children (WIC) authorized grocers (vendors). The SSM I Specialist leads vendor policy and critical regulatory assignments to ensure that all WIC vendor regulations and special projects pertaining to the WIC food delivery system are complete in a timely and efficient manner and adhere to departmental policies and procedures. The SSM I Specialist functions as a highly skilled, project leader and lead independent consultant for the WIC Division pertaining to vendor policy.

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### Special Requirements

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 5% of the time.
- 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% Independently leads the development and implementation of mission critical regulations and policies governing the WIC Division vendor food delivery system pursuant to federal and state law. Applies expert knowledge of legislative and regulatory processes to interpret state and federal law, and to research, analyze, develop, and write required submittal documents, regulations, and policies. Ensures compliance with the California Administrative Procedure Act (APA) and the WIC Bulletin Regulations process for the development and adoption of WIC Division regulations. Develops, establishes, and maintains project plans and timelines for regulation packages. Leads and facilitates workgroups within the WIC Division to develop, analyze, write, and revise difficult and sensitive policies and regulations pursuant to federal and state laws and regulations. Identifies and directs the effort to incorporate current vendor management and vendor integrity processes and policies into regulations as needed.
- 25% Advises executive leadership and provides expert consultation on sensitive vendor policy issues in multiple WIC Division areas that have of statewide significance, which are subject to intense scrutiny by stakeholders and interest groups with disparate positions. Evaluates the impact of proposed initiatives, legislation, federal guidance, and federal regulation changes to the WIC vendor food delivery system. Responds to sensitive and routine inquiries from the Legislature, the federal government, CDPH executive management, special interest groups, other WIC state agencies, and the public. Provides expert regulatory and policy knowledge to interpret and make recommendations to WIC senior management to guide decision making for sensitive, high-impact program issues. Leads critical assignments or sensitive vendor policy projects that are complex with quick turnaround time requirements. Represents the WIC

Division at meetings with internal and external partners and serves on workgroups or task forces as the lead expert on WIC vendor related laws.

25% Plans, organizes, and facilitates stakeholder meetings and public hearings to present and solicit feedback on regulations, WIC bulletins and policies for the WIC vendor food delivery system. Responds to public comments and inquiries regarding proposed or adopted regulations. Provides expert consultation to WIC Division staff regarding vendor confidentiality requirements for Public Records Act requests. Provides expert consultation and coordinates with the Vendor Policy and Regulations Unit on sensitive vendor policy issues pertaining to administrative vendor hearings. Provides testimony in WIC administrative vendor hearings as necessary. Monitors and tracks state and federal legislation impacting WIC vendors and leads the research and writing of bill analyses. Presents vendor policy changes or information to WIC authorized vendors or local agencies in regularly scheduled stakeholder meetings.

10% Prepares regulation packages for review and approval by the WIC Division management and Office of Legal Services Chief Counsel and Office of Regulations management and the Directorate. Maintains cooperative working relationships with all affected parties. Actively participates on the WIC Management Team and other management meetings to brief WIC Division staff and senior management on policy changes resulting from proposed and/or adopted regulations. Ensures program staff and management are aware of all statutory deadlines and steps required to promulgate regulations and WIC Bulletin regulations.

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

5% Performs other job-related duties as assigned.

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: AG  
 Date: 06/06/24.