

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-8427-909
Classification: Health Program Manager I	Tenure/Time Base: Permanent/Full-Time
Working Title: Program Manager	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch/ Adolescent Health Section/ Adolescent Family Life Program 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.

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 increasing health equity and promoting health and wellness. In particular, the position manages and implements an innovative prevention strategy, Adolescent Family Life Program (AFLP). AFLP promotes equity in the areas of adolescent health and wellbeing, including pregnancy, birth, parenting, as well as social determinants of health. AFLP aims to improve social, educational, and health outcomes among pregnant and parenting youth using strengths-based approaches and a positive youth development framework.

Under general direction of the Health Program Manager (HPM) II, Chief of the Adolescent Health Section, the HPM I performs the management responsibilities related to planning, implementing, and monitoring of AFLP. The HPM I provides direct oversight for the program, establishes and monitors work plans and timelines, provides technical consultation on key activities, reviews deliverables, delegates tasks and establishes the program's direction, in consultation with the Adolescent Health Section Manager and alignment with the priorities of the division. The HPM I supervises a small multidisciplinary team of program consultants. The HPM I represents the MCAH Division at federal, state, and local meetings. Travel up to 10% statewide as needed.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% Statewide
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Manages the operations of a well-defined complex statewide case management program: the AFLP, which provides support for expectant and parenting youth throughout California. Establishes program standards/guidelines; develops and revises program policies, activities, and protocols. Leads the planning, organization, coordination, and continuous quality improvement efforts for the program. Directs activities for the team and serves as a technical consultant performing the most difficult and sensitive work. Provides guidance to staff, direction for the program, review of deliverables, delegation of work responsibilities, and direct oversight of the program. Consults with and advises the HPM II on key issues, successes, and challenges in AFLP. The HPM I is also responsible for the development and submission of federal reports and deliverables and financial status reports related to the AFLP. Provides oversight to ensure the AFLP planning, implementation, monitoring, and evaluation activities are consistent with federal and state expectations and mandates.
- 25% Supervises a multidisciplinary team of technical/professional staff in planning, implementing, conducting and monitoring AFLP, including personnel recruitment, hiring, training, and staff development and personally perform the most difficult or sensitive work.
- 20% Serves as a technical consultant advising and informing Senior MCAH management and other state and community programs and agencies about key issues related to AFLP. Represents MCAH at federal, state, and local meetings. Serves as the liaison with federal funders and contractors. Conducts presentations and trainings regarding AFLP. Supports program development and ensures that program materials are culturally and linguistically appropriate and medically accurate. Coordinates with other Title V programs, as needed. Prepares written correspondence and replies to requests for

information.

15% Leads the planning, development, and implementation of Requests for Applications and the selection of sub-awardees (grantees) for the program. Leads the development of federal grant applications, responses to information and media requests, budget change proposals, and legislative bill analyses, as needed, when pertaining to the program. Oversees and ensures tracking and quality of deliverables from external contractors. Provides technical assistance about key program components and requirements to grantees and oversight of the overall performance of all grantees.

Marginal Functions (including percentage of time)

5% Performs other job-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: AG
 Date: March 26, 2025.