

**DUTY STATEMENT**

Employee Name:	Position Number: 580-345-8427-004
Classification: Health Program Manager I	Tenure/Time Base: Permanent / Full Time
Working Title: Chief, Health Equity and Local Programs Unit	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: California Tobacco Prevention Program Health Equity and Community Engagement Section Health Equity and Local Programs 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 working toward achieving a tobacco-free California and to reduce tobacco-related illness and premature deaths by implementing programs to reduce tobacco use and exposure to secondhand smoke.

The incumbent works under the general direction of the Health Program Manager II (HPM II), Chief, Health Equity and Community Engagement Section (HECES). The Health Program Manager I (HPM I), Chief, Health Equity and Local Programs Unit, provides daily supervision and guidance to a team of professional and technical staff. Activities include providing oversight, guidance, and direction to the more complex competitive grants and local health department funded projects and providing direction for local program special projects and initiatives. The HPM I also provides oversight and

direction on efforts to effectively engage local communities in tobacco prevention efforts, including, but not limited to, priority populations: Blacks/African American, Latino/a, Asian American, Pacific Islander, American Indian and Alaskan Native communities; lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ) people; people of low socioeconomic status or with limited education; rural residents; military personnel and veterans; individuals employed in jobs not covered by smoke-free workplace laws; people with substance use disorders or behavioral health conditions; people with disabilities; and school-age youth. Travel (10%) limited in-state and out-of-state with occasional overnight stays.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 30% Supervises and provides guidance to team of professional/technical staff and student interns. Assigns and prioritizes workloads among supervised staff. Provides guidance and expert consultation to staff regarding preparation of request for applications, procurement review process, and grant monitoring. Reviews and approves scopes of work and budgets negotiated by subordinate staff. In conjunction with the other Unit Chiefs, conducts interviews for new hires. Trains and rates the performance of all immediate subordinate staff by preparing required Probation Reports, Performance Appraisals, and Individual Development Plans. In collaboration with the HPM II Section Chiefs and other HPS I Unit Chiefs, establishes local program priorities; develops program policies; conducts staff meetings; and plans competitive grant and local lead agency procurements. Develops and maintains systems in place to ensure that staff and grantees consistently complete assignments on time and accurately. Participates in the Online Grant Management Platform (OGMP) workgroup to ensure compliance with policies and procedures for RFAs, progress reports, and appropriate training of local projects on the OGMP system.
- 30% Directs the planning, development, coordination, and evaluation of special projects and campaigns related to federally and grant funded projects including the assignment of staff, development of campaign materials, coordination with other units and CDPH programs, and preparation of progress reports and funding applications. Special projects include updating and maintaining OGMP training and technical assistance resources, including training videos and materials, updating OGMP menus, and communicating OGMP changes to the field; conference, and event planning; and coordination of Partners training and technical assistance for webpage content supporting local campaigns. Ensures outreach to and maintenance of relationships with constituency groups associated with special projects through personal and staff contact and inclusion in workgroups and communities of practice.
- 25% Monitors staff progress toward unit contract monitoring and technical assistance goals, including reviewing and approving progress reports, evaluation reports and work products produced by contractors for their conformance to Department, and Program standards, policies, and procedures. Provides overall coordination and day-to-day oversight,

management, and program consultation to 3-5 complex and/or sensitive local and statewide contracts.

10% Provides trainings on tobacco prevention education to other state health department tobacco prevention programs and CDPH programs, such as webinars with national and statewide colleagues, presentations at in-person trainings and conferences, and one-on-one discussions with colleagues at the state and national level. Participates as a member of the California Tobacco Prevention Program (CTPP) senior management team. Represents CDPH on statewide advisory committees as requested; prepares presentations to present at state and national professional conferences related to tobacco prevention, cessation, policy initiatives, and other tobacco topics. Acts in the absence of the Health Program Manager II, Chief, Health Equity and Community Engagement Section as required.

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

5% Performs 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: HD  
 Date: 04/2025