

DUTY STATEMENT

Employee Name:	Position Number: 580-140-4800-003
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Regulations Specialist	Work Location: 1415 L Street, Suite 500, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Regulations, Privacy, and Special Projects

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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by functioning as a nonsupervisory staff specialist and performing difficult and sensitive regulation development for the Department that have significant statewide impact.

The Staff Services Manager (SSM) I (Specialist) will work on public health regulations for various programs and will review, analyze, and coordinate the adoption of the most difficult and sensitive regulation packages. The incumbent also works with issues of extreme sensitivity that are policy sensitive. This position requires the application of the Administrative Procedure Act (APA) standards when assessing and reviewing regulations proposed by the Department.

The incumbent works under the general direction of the SSM II (Supervisory) on the Regulations, Privacy, and Special Projects team within the Office of Legal Services (OLS).

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Reviews and analyzes difficult and sensitive regulation packages prepared by staff from Department programs for conformity with Department policies and the California APA requirements for adopting, amending, and repealing regulations. Identifies language and program elements of the proposed regulation package which may not comply with the APA standards of clarity, necessity, authority, reference, duplication of any other federal or state statute or regulation, and consistency with all other applicable laws. Assesses the impact of proposed regulations by applying specialized knowledge and expertise, such as the interface with a variety of public health programs. Provides timely, clear, and diplomatic correspondence to program management for implementation by program staff to achieve needed changes. Drafts and recommends alternate language and/or regulatory approaches to program managers and staff and explain reasons for suggestions. Manages the coordination of efforts of program staff in a variety of Department programs, which interact on a regulation package. Provides coordination and management functions for regulation packages that individually or jointly are adopted by the Department and other State Departments. Identifies and secures reliable information to be used in the public rulemaking file. Sets up, manages, and conducts public hearings to obtain public input on proposed regulations.
- 30% Advises the Directorate and executive management on strategy for developing and promulgating regulations of statewide significance, which are subject to intense scrutiny by many interest groups with adversarial positions. Provides in-depth assistance and consultation to Department program staff assigned to prepare regulation packages. Provides specialized guidance and expertise in translating statutory requirements into program concepts, and then into the language and format of formal regulations. Assists program managers and program staff in understanding what are appropriate regulatory roles, rights, responsibilities, and enforcement options. Advises program managers on what constitutes complete staff work from them and their staff when developing regulation packages. Conducts training, tailored to client/program need, on preparing regulation packages. Coordinates the approvals needed from the California Health and Human Services Agency, Budget and Fiscal Forecasting, OLS, and the Directorate. Works with the Office of Administrative Law's (OAL) program attorneys and management on legal issues raised in OAL reviews. Answers OAL's questions and advocates for Department positions on regulation packages.

- 20% Prepares regulation packages for review and approval by the Office of Regulations Chief, the OLS Chief Counsel and Deputy Director, and the Directorate. Maintains cooperative working relationships with all affected parties. Ensures program staff and management are aware of all statutory deadlines and steps required to promulgate regulations. Acts as lead when needed for special projects for Office of Regulations related to development, training, and reporting of regulations.
- 10% Maintains monthly billable hours spreadsheets and reconciling accounting codes.

Marginal Functions (including percentage of time)

- 5% Responds to inquiries from the general public on a variety of related program regulations. Participates in staff training and staff meetings. Schedules regulation related meetings and public hearings. Performs other work-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: CR

Date: 01/05/24