

DUTY STATEMENT

Employee Name:	Position Number: 580-402-4800-005
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full Time
Working Title: Unit Chief	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Office of AIDS	Branch/Section/Unit: HIV Care Branch/Special Programs Section/Care Housing 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 serving as the Care Housing Unit Chief. The Staff Services Manager (SSM) I plans, develops, coordinates, directs, and evaluates the work of the Care Housing Unit staff in the administration of the Health Resources and Services Administration's (HRSA) Ryan White HIV/AIDS Program (RWHAP) and the U.S. Department of Housing and Urban Development's (HUD) Housing Opportunities for Persons with AIDS (HOPWA) Program. The SSM I performs and/or guides staff in the development of human immunodeficiency virus (HIV) housing and health care-related programs that serve Californians living with HIV.

The incumbent works under general direction of the Staff Services Manager (SSM) II, Special

Programs Section Chief.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: This position requires statewide travel up to 10 percent of the time.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Responsible for directing, implementing, and overseeing the daily operations of the RWHAP and HOPWA Programs. Provides ongoing guidance to staff on all aspects of evaluating and approving contractors' budgets, reviewing invoices to ensure timely and appropriate payment, and tracking of expenditures and service utilization. Works closely with the Care Business Unit on contractors' budgets, invoices, and spending patterns. Ensures staff review Single Audits, conduct desk reviews and site visits to monitor contractors for compliance with federal requirements and follow up on identified deficiencies. Uses the HIV Care Connect system to evaluate data for compliance monitoring and program improvement activities. Supports unit staff in providing technical assistance to contractors, and resolving issues regarding client services, program effectiveness, and staff requirements. Manages at least one provider contract and may take on more contracts during staff vacancies.
- 30% Oversees and provides guidance and supervision to staff through leadership, setting program priorities and objectives, promoting professional development, and responding to staff concerns. Hires, trains, and evaluates individual work performance, effectively utilizes preventive, corrective, and adverse action as appropriate, performs all attendance-related functions, and otherwise manages and motivates employees. Collaborates with OA's Support Branch and CDPH's Human Resources Division, Labor Relations, and the Civil Rights Unit as needed.
- 20% Collaborates with the Special Programs Section on the development or revision of policy notices, program manuals, service standards, and other program documents. Develops and generates biannual reports for senior management which summarizes provider performance, service utilization, and technical assistance requests. Coordinates, plans, facilitates, and/or attends conferences, trainings, webinars, or meetings for providers of HIV services administered by the HIV Care Branch.
- 10% Establishes and maintains working relationships with other state housing and health-related programs, various units of local government, federal agencies, and other public and private housing and health agencies that provide services to persons living with HIV. Represents the HIV Care Branch in meetings with federal, state, and local health officials. Serves as a representative on a RWHAP Part A Planning Council.

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: E. Lawler

Date: 4/21/2025