

DUTY STATEMENT

Employee Name:	
Classification:	Position Number:
Public Health Medical Administrator II, CEA	580-300-7675-002
Working Title:	Work Location:
Assistant Deputy Director (Environmental and Occupational Health)	850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit:	Tenure/Time Base:
M16	Permanent / Full Time
Center/Office/Division:	Branch/Section/Unit:
Center for Healthy Communities / Environmental and Occupational Health	

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 maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees using various media and communication approaches; 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 regarding attendance, leave, and conduct.

Job Summary

Under administrative direction of the Deputy Director, the Public Health Medical Administrator (PHMA) II serves as the Assistant Deputy Director (ADD) of Environmental and Occupational Health for the Center for Healthy Communities. The ADD supports and advises the Deputy Director on program policy and research pertaining to environmental and occupational health. The position is responsible for providing leadership, scientific and medical guidance, performance accountability, and general oversight of the state's major public health and prevention programs, policies and initiatives that are directed at reducing the leading preventable causes of death among Californians---through reducing risk factors by improving communities and other environments. The PHMA II directly supervises, oversees and is responsible for planning, organizing, monitoring, and directing the work of four Branches: Childhood Lead Poisoning Prevention; Environmental Health Investigations; Environmental Health Laboratory; and Occupational Health, and indirectly provides support to all 38 programs in the Centers as needed. The four branches total approximately 200 employees and have a budget of approximately \$59 million dollars derived from federal, general, and special funds. The PHMA II is responsible for Center programs, initiatives and policies and provides leadership and vision for CDPH primary prevention policies, programs and resources.

The PHMA II serves as the medical/public health administrator of programs pertaining to environmental and occupational health, monitors and oversees Center programs, initiatives, and policies, and provides leadership and vision for CDPH primary prevention policies, programs, and resources. This position manages communications, represents programs and public health issues internally and to external and control agencies. This involves highly controversial, sensitive public health issues in environmental and occupational health including the prevention and control of environmental and occupational disease through exemplary scientific assessment: surveillance, investigation, laboratory innovation, education and technical assistance. Initiates the development of mission, master plans, and general strategic approaches in conjunction with senior staff and Center and other experts, which incorporate valid and current scientific and surveillance information and data, and engage external organizations and secure their support. Seeks and supports partnerships with expertise, key constituencies, and public and private community organizations. Duties include planning, organizing, assessing, and implementing strategies and interventions to reduce morbidity and mortality due to

environmental and occupational factors.

Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Provides guidance and supervision to Center Branch Chiefs. Provides general oversight and administration of program budgets, personnel, legislation, and program policy; assures compliance with state personnel and fiscal requirements; and adherence to state policy and rules. Ensures that programs monitor, account for, and report on program operations, expenditures, and outcomes while fulfilling program missions and mandates. Provides support and leadership in developing and maintaining well-trained, diverse, competent and effective staff. Sets performance and outcome measures for managers/supervisors.
- 25% Guides the development of mission, plans, policies and strategies that are based on scientific theories and frameworks, evidence and rigorous assessment of health needs, and best practices which integrate environmental and occupational disease preventive policies and practices into clinical medicine and community outreach, improve and promote healthy environments and behaviors among population groups and communities, improves environment and systems, and increase the professional capacity and leadership to address these and other public health issues. Plans and oversees the implementation of initiatives and programs that address the Center's strategic plan. Ensures program accountability and staff performance. Reviews and approves documentation pertaining to program policy and research needs, including alignment of program efforts across Center Branches and Offices. Works with CDPH Executive Management team to promote and integrate the Center's activities into the overall Department strategic plans and priorities.
- 10% Develops partnerships and coordinates with federal, state, and local governments, public and private non-profit agencies, and constituencies. Leverages government, public, and private resources, interests to maintain programmatic, surveillance and epidemiology functions, and focus on high priority public health needs, and emerging issues, and coordinates with department/Center/state programs and initiatives. Represents and provides support and guidance to sensitive and highly visible programs, issues, and health needs characterized by significant public interest and/or controversy and require a high-level public health, medical, policy, and program content expertise in addition to general management.
- 10% Represents the Center Department and state interests on local, state, and national committees and councils as well as public health-related, medical, and research organizations, including voluntary, state and federal agencies, and advisory groups. Participates in statewide and national conferences

and meetings, offering program professional consultation, representing the department’s interests and concerns, and promoting the need for resources to support state public health and chronic disease prevention efforts. Regularly attends meetings with Deputy Directors, Director and staff in the Director's office, and represents the Center and Department in meetings with Health and Human Services Agency, other state agencies, and the Governor’s Office.

10% This position acts as a department liaison to a wide range of organizations in the arenas of medicine and public health including academic institutions, research organizations, voluntary agencies, and advocacy groups. The PHMA II provides back up and support of department responses in the event of emergencies, disasters, and other public health threats.

Marginal Functions (including percentage of time)

5% Serves as public health and medical expert in multiple settings and forums including: providing testimony or consultation to national, state and local governments, the legislature, and public and private health organizations.

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
HRB Use Only:			
C. Bartlett	9/25/18		