

## DUTY STATEMENT

Employee Name:

Classification: Staff Services Manager III	Position Number: 580-101-4802-909
Working Title: Assistant Deputy Director	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: M01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Administration Division	Branch/Section/Unit: Administration Division Office

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.

### 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 serving as the Assistant Deputy Director (ADD) for the Administration Division (Admin). The ADD provides expert advice to the Admin Deputy Director and is responsible for overseeing various operational functions across the division. The SSM III makes recommendations to the Deputy Director on a wide variety of administrative and program-related problems and advises on potential impact(s) including, but not limited to funding, internal division operations, drills, technology, etc. In addition, the SSM III will represent the Deputy Director with Department leaders, advisory groups, other federal, state and local government agencies, and stakeholders as needed. The ADD actively participates as a member of the Admin Division senior leadership team and Admin Division management team, and acts in the absence of the Admin Deputy Director as necessary.

The incumbent works under the general direction of the Deputy Director of the Administration Division.

### Special Requirements

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:

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

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- 35% Advises senior management team on issues related to policy, program services, operational support, strategic planning, technology, and communications. Directs, leads, and mentors staff to set an effective agenda for Division operations. Formulates procedures, policies, and program alternatives while making recommendations on a wide variety of administrative and program-related problems. Oversees various requests and audits for Admin related information required by CDPH management, the Legislature, and control agencies, that includes but is not limited to financial, contract, and procurement requests. Reviews the work plans of the senior leadership team and coordinates the workload of the Division to effectively address special problems requiring a team approach. Ensures Admin services and activities are consistent with the goals and priorities of CDPH. Leads and conducts meetings to coordinate and standardize operations and administrative functions that support the mission and goals of the Division and CDPH. Provides consultation and interpretation of program policy to other divisions, programs, and various stakeholders as needed.
- 35% Responsible for overall management of the Division's operations functions including fiscal, personnel, budget, management analysis, administrative services, program evaluation and planning, and policy analysis and implementation. Reviews and approves various fiscal reports, audits, fiscal and human resources drills, contracts, and sensitive correspondence to ensure compliance with CDPH's mission and existing state and federal law. Collaborates with Division leadership to develop comprehensive fiscal, and human resources management tools to ensure ongoing accountability, preparing and projecting for future financial, human, and/or operational needs for the Division. Resolves operations issues by working with subject matter experts within the Division and with other Centers, Offices, and Divisions as needed. Plans, coordinates, and evaluates workforce development based on a strengths-based philosophy, including onboarding and expectations, engagement, leadership and staff development, retention, succession planning, and conflict resolution. Provides sound recommendations to the Deputy Director, Admin senior leadership team, and Financial Management Branch (FMB) and Program Support Branch (PSB) managers and supervisors on workforce development.
- 15% Travels to the Richmond Campus as needed, to provide support and increase program and operations alignment. Coordinates with other Divisions, Centers, and Offices within CDPH, other state departments, and agencies to ensure operational activities of the Division result in measurable outcomes that coincide with the CDPH's mission, in accordance with state and federal laws. Participates in key meetings and workgroups such as, the Department Operations Improvement Team (DOIT), and other required executive level meetings to ensure that the Division's perspectives and input are included in operational policies and procedures. Advises the Admin Deputy Director, Division senior leadership team, FMB and PSB managers on issues related to internal operations, such as hiring, support systems, and infrastructure. Provides leadership and guidance on personnel issues, including classification and pay items,

labor issues, and disciplinary actions are in compliance with governmental codes, law, rules, and regulations. Facilitates internal communication strategies to promote a productive and supporting working environment. Trains, mentors, and guides managers to provide the technical assistance necessary to complete the more complex and highly sensitive assignments related to fiscal management, business processes, and workforce development.

- 10% Represents the Division Deputy Director in meetings with other representatives from the Department and other agencies including the Department of Finance, in highly visible and sensitive interactions with health care and mental health care leaders, community organizations, professional associations, advisory groups, state departments, and local agencies representing diverse populations and health interests. Prepares and reviews fiscal and operational documents for legislative and budget meetings and hearings. Attends legislative hearing and briefings and may be called upon to provide written and/or oral summaries or detail. Prepares and gives presentations at conferences and meetings. Responsible for making presentations to executive management staff related to the program’s operations and the delivery of program services.

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

- 5% Performs other duties as assigned by the CDPH Directorate and the Deputy Director including but not limited to: serves on special committees, coordinates and participates on special team assignments, initiates and leads staff meetings, prepares reports, appraises the Deputy Director of projects and assignment status.

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
<b>HRD Use Only:</b> Approved By: Annie Vang	Date 5/4/2021		