

DUTY STATEMENT

Employee Name:	Position Number: 580-400-7675-001
Classification: Public Health Medical Administrator II, C.E.A.	Tenure/Time Base: Limited Term/Full-time
Working Title: Monkeypox Response, Assistant Deputy Director	Work Location: 1616 Capitol Avenue Sacramento, California 95814 or 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: M16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases	Branch/Section/Unit: N/A

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 providing leadership, scientific and medical guidance, performance accountability and general oversight of the state's infectious disease emergency response efforts with a focus on leading the state's mitigation and policy interventions in response to monkeypox (MPX) and other emerging infectious diseases and emergencies.

The incumbent works under the general direction of the Center for Infectious Diseases (CID) Deputy

Director and State Epidemiologist.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20 percent.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: **License to practice medicine in California by: California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.**
- Other:

Essential Functions (including percentage of time)

- 30% Plans, organizes, and manages a statewide program for surveillance, prevention, and control of communicable diseases; directs or consults on the conduct of special investigations of instances or epidemics of communicable disease and outbreaks of foodborne infections and intoxication. Directs MPX response efforts and provides scientific and medical guidance to MPX task force teams and CDPH leadership. Responsible for leading and coordinating across CDPH and MPX response task force teams by providing oversight and direction, and ensuring mitigation efforts, interventions and public health guidance are data driven, scientifically sound and grounded on evidence-based practices. Reviews and approves documentation; including, policy documents, reports, manuscripts, research studies, and public guidance related to MPX. Oversees coordination across MPX response teams, the CDPH Emergency Preparedness Office (EPO) and CDPH executive management.
- 25% Represents CDPH internally and to external control agencies, stakeholder groups, local health departments, and the State Legislature on MPX response efforts. Establishes and transmits medical policy requirements to staff, as well as apprises CDPH leadership, the California Health and Human Services Agency (CHHS), and the administration on important MPX developments and policy recommendations. Provides general oversight of redirected personnel, MPX operations, and policy related work. Ensures health equity measures are fully embedded in all aspects of MPX operations where appropriate in aim of reducing the prevalence of communicable diseases in communities disproportionately affected.
- 20% Provide medical and epidemiologic consultation to state agencies, local health departments, private health care providers, and others to ensure consistency with Centers for Disease Control and Prevention (CDC) and CDPH recommendations. Recruits, trains, develops, and manages highly specialized medical experts in laboratory medicine, infectious disease, environmental management, and epidemiology who are mostly rotating in and out during the MPX response and ensures that there is adequate staffing on each team. Assures the quality of medical and scientific staff, evaluates their performance, and takes or recommends appropriate personnel actions. Collaborate closely with other CDPH Centers, CHHS colleagues, the Governor's Office, as well as other state and federal public health partners. Oversee the development of MPX reports related to surveillance reporting, treatment, vaccinations, and case management of MPX.

- 10% Represents the Center 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 consultations, representing the Department’s interests and concerns, and promoting the need for resources to support the state’s public health and communicable 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 CHHS, other state agencies, and the Governor’s Office. Serves as a 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.

- 10% Stays abreast of federal grant flexibilities with respect to MPX and works in collaboration with EPO to provide local health departments with the most up to date guidance regarding federal flexibilities. Leads development of funding estimates needed to maintain MPX operations and works in collaboration with CDPH executive leadership and CHHS to communicate operational resource requirements to the California Department of Finance and State Legislature, as needed. Leads development of funding allocation methodologies using equity drivers and input from community stakeholders and local health departments. Prepares and edits correspondence, position papers, and other documents as requested.

Marginal Functions (including percentage of time)

5% Performs other PHMA II 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: AV	Date 10/28/2022		