

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8429-006
Classification: Health Program Manager III	Tenure/Time Base: Permanent/Full-Time
Working Title: Climate Change and Health Equity Branch Manager	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Climate Change and Health Equity Branch

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 promoting equitable environmental, social, and economic conditions to achieve optimal health, mental health, and well-being through climate change-related activities.

The Health Program Manager III (HPM III) works under the direction of the Deputy Director of the Office of Health Equity (OHE), within CDPH. The HPM III provides a high degree of expertise in developing major new climate and health programs of cross-agency scope. The HPM III provides strategic, administrative, and programmatic direction to and oversight of Branch staff and programs to achieve population-level health equity goals. The HPM III serves as Manager of the Climate Change and Health Equity Branch, supervising and managing the sections and units that comprise the

Branch: The Climate Surveillance Program Unit, Climate Surveillance Science Unit, Climate and Health Resilience Planning Unit, Climate Change Business Operations Unit, and Climate Change and Health Equity Section and its Local Assistance Unit.

The HPM III is responsible for the overall mission, vision, objectives, and strategies of the Climate Change and Health Equity Branch and will coordinate and collaborate across CDPH Centers and programs, as well as State agencies and strategic committees and task forces to inform climate change and health equity planning, program implementation, monitoring and evaluation, research, and communications and outreach for the State of California. The HPM III serves as a strong administrative, programmatic, strategic leader and spokesperson for the Branch, OHE, and CDPH regarding climate change, health equity, and racial equity.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Manages and supervises the multidisciplinary team of staff within the Climate Change and Health Equity Branch, providing policy, administrative, and programmatic guidance to section and unit managers on complex climate change health-related issues. Provides day-to-day direction to the Climate Surveillance Program Manager, Climate Change and Health Equity Section Program Manager, Climate Surveillance Science Unit Research Science Supervisor, Climate and Health Resilience Planning Unit Manager, and the Climate Change Business Operations Unit Manager. Develops scopes of work and supervises implementation by unit and section managers. Leads hiring and recruitment activities and provides timely and on-the-job training to ensure good performance and professional development. Holds regular supervisory meetings with staff, provides coaching, professional development guidance, performs performance appraisals and follow-up, approves travel, training, timecards, and other employee documents, and maintains a cohesive, functioning professional team with high morale. Ensures compliance with State and Public Health Administrative Manuals, Americans with Disabilities Act, labor, and other mandates, laws, policies, and procedures. Manages and supervises staff prioritizing the principles of health and racial equity, climate and economic justice, diversity, and belonging.
- 20% Leads Branch strategic planning, sets overall program vision and direction for climate and health equity work for CDPH. Assures that Branch strategies improve living conditions for and with communities facing inequities by addressing the social determinants of health that underlie disproportionate health impacts from climate change. Provides leadership to implement an equity framework for resource allocation for all Branch work, prioritizing communities that have experienced historical and continuing disinvestment, particularly Black, Indigenous, and other People of Color, and low-income communities. Liaises with OHE,

CDPH, and California Health and Human Services Agency leadership for administrative, programmatic, and strategic planning and implementation. Provides leadership for the development, implementation, and evaluation of climate change and health equity programs and policies. Establishes and maintains work priorities for the Branch and prepares workload projections to ensure appropriate oversight and management of all Branch activities. Leads unit and section managers and staff to develop reporting, evaluation metrics and monitoring of policy and program-related efforts. Reviews data on the policy and program results and progress toward Branch goals and objectives, providing guidance for continuous innovation and improvement. Implements Results-Based Accountability to establish indicators based on population health and wellbeing, and actionable, population-focused results that have been most impacted by climate change, as well as impacts on economic, social and community factors.

- 20% Represents the Climate Change and Health Equity Branch in presentations and high-level meetings with partners and decision makers across federal, state, and local government agencies. Serves as a spokesperson regarding climate change and health equity programs and policies related to California, CDPH, and OHE. Leads collaboration and coordination efforts with the CDPH Director's Office, Centers, and Branch Managers for cohesive internal CDPH climate change and health planning, program support, monitoring, communications, and research collaboration. Liaises with other State Agencies and other convening spaces related to climate change, public health, and health equity. Promotes cross-sectoral collaboration. Responds to legislative inquiries, the Office of Health Equity Advisory Committee, and other oversight bodies regarding climate change and health equity.
- 15% Oversees, delegates, reviews, and approves sensitive and strategic matters involving pending legislation, policy and regulation efforts, fiscal and budgetary items, administrative and program-related concerns, and highly sensitive special projects as they arise. Assigns and makes decisions about Budget Change Proposals; financial projections and expenditures; federal grants management; development of Requests for Proposals and Requests for Applications; contract and grants management; legislative bill analysis; and briefing documents. Provides oversight and input to draft program plans and policies related to climate change and health.
- 10% Reviews, approves, and contributes to internal and public facing presentations, publications, web content, required program and evaluation reports, journal articles, communications and correspondence, and other materials representing the Branch. Provides subject matter expertise during the review of presentations, proposals, reports, articles, and other materials representing the Branch. Responds to media inquiries assigned by the CDPH Office of Communications and various requests from other departmental entities and external organizations. Contributes to relevant newsletters, like the Climate Change Health Equity Branch and OHE newsletters.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

<p>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</p>	<p>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</p>
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statement to the employee named above.		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: JA	Date 11/2/22		