

**DUTY STATEMENT**

Employee Name:	Position Number: 580-440-7705-001
Classification: Public Health Medical Officer III	Tenure/Time Base: Permanent/Full-Time
Working Title: Public Health Medical Officer	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804 -or- 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: U16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Sexually Transmitted Diseases Control Branch/Medical and Scientific Affairs Section

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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports CDPH's mission and strategic plan by advancing health equity and working within a team of public health and medical professionals in planning, implementing, and evaluating medical and public health programs to reduce the burden and health disparities of Sexually Transmitted Diseases (STDs), monkeypox (MPox), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) in California.

The Public Health Medical Officer (PHMO) III will initiate, organize, and direct programs that are clinical, epidemiological, or operational in nature and translate outcomes to program and public health

policy improvement. The PHMO III will provide medical and programmatic consultation across the STD Control Branch; consult with national, state, and local health programs, as well as private and public sector medical and laboratory partner organizations in California; develop and deliver educational programs for medical providers and public health professionals; assist medical providers and disease intervention specialists with clinical case management challenges; write and review evidence-based clinical guidelines; and identify and implement strategies to eliminate health inequities that result in disproportionate disease burdens among marginalized demographic groups, including racial/ethnic and sexual and gender minorities.

The incumbent works under the administrative direction of the PHMO III -Epidemiology- Supervisor, Medical and Scientific Affairs Section Chief.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 40% Provides clinical, programmatic, and epidemiologic consultation and support for state and local STD, MPox, HIV, viral hepatitis, and other communicable disease control and prevention efforts using a health equity lens. In addition, the PHMO III will consult and provide training on clinical aspects of STDs, MPox, HIV, and viral hepatitis; research methods; and program improvement for local health jurisdictions, other state agencies, public, private, and non-profit health care and laboratory organizations, and medical providers. The PHMO III will assist with the dissemination of research findings and clinical guidelines through presentations and publication of materials; provide support to local health jurisdiction STD programs through direct technical assistance related to clinical practice, prevention strategies, and policy issues; develop and deliver continuing medical education curriculum; and provide clinical and methodological consultation for surveillance activities, including field investigations of disease outbreaks. In addition, the PHMO III will maintain competence in public health and epidemiologic research methods; develop educational curricula and enduring materials; and give formal presentations to public health and medical professionals.
- 30% In collaboration with the PHMO III -Epi- Supervisor, assists in the coordination and oversight for critical state STD control functions, which involves the development and implementation of STD, MPox, HIV, and viral hepatitis prevention programs that address health disparities; evaluation of program effectiveness; and the provision of clinical consultation and technical assistance to health care and public health institutions. The PHMO III will make decisions that require strong knowledge in STD, MPox, HIV, and viral hepatitis control, epidemiology, program planning, and research methodology, and will act as the lead on key prevention and

control initiatives, including providing the oversight of support staff, such as project coordinators. In addition, the PHMO III will plan, organize, and direct statewide efforts that involve analyzing epidemiology, behavioral, and quality of care data; identify ongoing data needs; and lead multi-disciplinary teams to conduct investigations, execute disease preventing interventions, and evaluate outcomes. The PHMO III will translate relevant findings into mechanisms for improving programs, and prepare reports, research grant applications, and manuscripts for publication.

15% Develops and implements evidence-based screening, diagnostic, treatment, and clinical management tools and guidelines. In addition, the PHMO III will conduct needs assessments; review and update existing guidelines; ensure proper review and approval; disseminate guidelines and supporting materials; and work to facilitate implementation. The PHMO III will also collect and analyze data to evaluate the effectiveness of these tools and guidelines as they are implemented and summarize them in reports.

10% Maintains clinical competence in the diagnosis, treatment, and prevention of STDs, including HIV and viral hepatitis. This includes maintaining knowledge of diagnostic approaches and laboratory testing technologies, treatment regimens, and partner management.

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

5% Performs other PHMO III job-related duties as assigned; assists in communicable disease control beyond STDs, MPox, HIV, and viral hepatitis when needed for surge capacity; performs a variety of administrative functions that support program operations; and attends regular internal meetings, as well as meetings with key partner organizations.

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: Eric Tang	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: Alyssa Ballesteros-Agulo

Date: 03/10/2023