

DUTY STATEMENT

Employee Name:	Position Number: 580-530-7675-001
Classification: Public Health Medical Administrator II, Career Executive Assignment	Tenure/Time Base: Permanent/Full Time
Working Title: Division Chief	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: M 16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit:

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 being responsible for the development and administration of the State's screening programs that work to protect and improve the health of all Californians.

The incumbent works under the administrative direction of the Deputy Director for the Center for Family Health (CFH) and serves as the Division Chief for the Genetic Disease Screening Program (GDSP). The Public Health Medical Administrator (PHMA) II, Career Executive Assignment (C.E.A.)

is responsible for the follow-up of all positive and inadequate test results for both the Newborn and Prenatal Screening Programs as well as critical decisions affecting the design and rollout of screening for new disorders at the lab in Richmond as well as the five regional screening laboratories around the state. The PHMA II, C.E.A. plans, organizes, coordinates, directs, and supervises the implementation of one of the world's largest screening programs and is responsible for administering the \$180 million dollar budget. In addition to the screening programs, the PHMA II, C.E.A. is responsible for administering and monitoring the California Birth Defects Monitoring Program, a public health program which collects and analyzes data to identify opportunities for preventing birth defects and improving the health of babies; and overseeing the planning, development, implementation and monitoring of the California Biobank Program, which represents the combined biospecimen and data resources of the screening and monitoring programs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5 % in and out of state.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners
- Other:

Essential Functions (including percentage of time)

- 25% Provide guidance and supervision to the Division's Branch Chiefs and the Assistant Division Chief. Provide general oversight and administration of the Division Budget and other resources. Ensure compliance with state personnel and fiscal requirements; reports on program operations, expenditures, and outcomes while fulfilling program missions and mandates. Provide support and leadership to develop and maintain well-trained, diverse, competent, and effective staff through 1:1 meetings and performance reviews. Develop guidelines for performance and other measures utilized by division managers and supervisors.
- 25% Guide the development of the Division's mission, goals, performance measures, strategies, and policies that are based on scientific theories and frameworks, evidence, and rigorous assessment of health needs, and best practices. Plan and oversees the implementation of screening for new disorders and the implementation of new initiatives and programs that address this mission and plans. Work with the CDPH Executive Management team to promote and integrate the Division's activities into the overall Department strategic plans and priorities. Coordinate with national, state, and local organizations in developing the Division's plans and policies and contribute to the development of plans and policies within these external organizations.
- 25% Develop relationships and maintains partnerships with federal, state, and local governments and public and private non-profit agencies. Leverage government, public and private resources to maintain programmatic, surveillance and epidemiology functions, focus on high-priority

public health needs and emerging issues, and coordinate with department, division, and state programs and initiatives. Represent and provide support and guidance to sensitive and highly visible programs, issues, and health needs that are characterized by significant public health interest and/or controversy and require high-level public health, medical, policy and program content expertise in addition to general management.

20% Represent the GDSP, the CFH, the CDPH, 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. Participate 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 efforts. Regularly attends meetings with Deputy Directors, Director, and staff in the Director’s office and represent the Division and Department in meetings with the California Health and Human Services Agency, other state agencies, the legislature, and the Governor’s Office.

Marginal Functions (including percentage of time)

5% Act 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 backup and support for departmental responses in the event of emergencies, disasters, and other public health threats.

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: AG
 Date: February 2024.