

DUTY STATEMENT

Employee Name:	Position Number: 580-530-8428-001
Classification: Health Program Manager II	Tenure/Time Base: Permanent/Full Time
Working Title: Newborn Screening Section Chief	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S 01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch/Newborn Screening 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.

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 oversight to the Newborn Screening (NBS) Section in the Program and Policy Branch (PPB) of Genetic Disease Screening Program (GDSP) which provides mandatory statewide screening of newborns for a panel of multiple congenital and genetic disorders.

The NBS Section Chief is responsible for overall NBS program planning, implementation, monitoring and quality assurance. Oversees development of contracts and program policies, protocols and outreach for NBS stakeholders and partners. Manages the multidisciplinary section staff including direct supervision of higher-level staff.

The Health Program Manager (HPM) II works under the general direction of the Research Scientist Manager (Epidemiology/Biostatistics), Chief of the Program and Policy Branch. The incumbent provides direct supervision to senior staff including two HPM I's who act as unit chiefs, a Health Program Specialist II and a Nurse Consultant III.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Establishes section priorities and completes plans. Recommends and/or makes decisions regarding program design, structure, staffing and budget. Leads in the planning and implementation of NBS Program expansion to include additional disorders added to the Federal Recommended Uniform Screening Panel (RUSP). Ensures implementation, monitoring and evaluation of all program components including specimen collection, handling, and tracking, result reporting, and clinical follow-up. Resolves and troubleshoots complex program concerns and issues. Reviews and updates policies, protocols, and procedures to maintain consistency and/or compliance with professional organization requirements and state/federal guidelines, regulations, and standards. Provides analysis of NBS regulations as new legislation is proposed.
- 20% For all NBS program functions that are performed under contract by independent third parties, works with unit managers and staff subject matter experts to develop appropriate scope of work and evaluate qualifications to select suitable contractors. Sees that the technical, clinical and administrative consultation is provided to contractors by NBS Program staff. Evaluates contractor performance, implements quality improvement measures and maintains regular communications and meetings with contractors and vendors to promote constructive relationships.
- 20% Manages the multidisciplinary staff of the NBS Section. Recruits, interviews, and hires staff; ensure staff completes mandatory trainings through follow-up discussions at regular one-on-one meetings; review/approve timesheets, absence requests, and complete documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Foster an inclusive, engaged, and supported team by using a strength-based approach to determine staff workplans and development plans; mentor and actively support staff in identifying and actualizing their professional goals and training needs; evaluate performance of staff in a timely manner; implement progress disciplinary action plan and monitor and communicate with staff regarding work progress. Coach, mentor, and develop staff to ensure they are provided the training, support, and resources needed to thrive in their position and beyond. Ensure that diversity, equity, and inclusion principles are embedded into the team culture and workplans

by proactively fostering awareness and planning appropriate workshops/activities/trainings on a regular basis.

10% Oversees and directs appropriate staff to participate in the development, maintenance, and operations of GDSP case management applications such as the Screening Information System (SIS). Works with other GDSP staff to implement modifications and updates as needed for program improvements. Monitors performance and troubleshoots operational issues in the GDSP applications.

Marginal Functions (including percentage of time)

5% Represents the Branch and NBS Section in press releases and internal/external partner engagement activities. Serves on internal/external workgroups related to newborn screening.

5% Perform other job-related duties as assigned.

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: J.F.
 Date: April 24