

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-810-8428-002</b>
Classification: Health Program Manager II	Tenure/Time Base: Permanent/Full-Time
Working Title: Section Chief	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality, Public Policy and Prevention Division	Branch/Section/Unit: Standards Interpretation Branch/Centralized Program Flex 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 planning, organizing, and directing the work of staff in the Centralized Program Flex Unit. The Health Program Manager II (HPM II) provides statewide oversight of program flexes and Patient Needs and Workforce Shortage Waiver review activities to ensure that health care facilities comply with state and federal requirements. The HPM II directs a multidisciplinary team conducting policy and clinical evaluations of program flexibility and skilled nursing facility staffing waiver requests submitted by health care facilities. The HPM II collaborates with various health disciplines, community agencies, other state agencies, as well as many internal and external partners in implementing health programs and in developing and interpreting health policies, regulations and procedures in coordination with Federal, State and local agencies.

The incumbent works under the general direction of the Staff Services Manager III.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: may be on call for emergencies

### Essential Functions (including percentage of time)

- 30% Direct a multidisciplinary team conducting policy and clinical evaluations of program flexibility and skilled nursing facility staffing waiver requests submitted by health care facilities. Provides guidance and advice in the development of accurate and comprehensive analyses related to program flex issues to ensure the program's goals are aligned with the department's mission. Provides subject matter expertise on emerging health care policies, practices and technologies. Responsible for final waiver and program flex decisions.
- 30% Direct staff in the evaluation of facility proposed alternatives, compliance reviews and final determinations. Consult with internal subject matter experts, district office, and federal agency staff to assess alternative methods of compliance with licensing and certification requirements.
- 15% Provide statewide oversight of program flex and waiver review activities to ensure that health care facilities comply with state and federal requirements. Coordinate CHCQ Field Operations staff activities to conduct ongoing monitoring for compliance. Participate in meetings with program managers, district administrators, and consultants, and provide management with information, status reports, and other data to enable them to perform their assigned functions. Share best practices for each facility type. Monitor and evaluate program flex request trends to assess the need for regulatory changes. Make recommendations to program management regarding policy changes.
- 10% Collaborate with various health disciplines and community agencies in implementing health programs and in developing and interpreting health policies, regulations and procedures; coordinate policy relationships with Federal, State and local agencies to ensure that CHCQ policies are developed in compliance with Federal, State and local policies. Develop strategies to strengthen connections between CHCQ and Field Operations staff. Builds and maintains relationships between CHCQ staff and healthcare facilities.
- 10% Establish and maintain work priorities, including developing goals and objectives, and developing work plans. The incumbent is responsible for hiring, orienting, training, evaluating, counseling, and utilizing the corrective action processes as appropriate. Ensure staff is current in all program areas of responsibilities. Monitors staff performance and

prepares annual performance and probation reports as necessary. Reviews and approves timesheets, etc.

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

5% Performs other work-related duties as needed.

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: AR  
 Date: 5/23/23