

DUTY STATEMENT

Employee Name:	Position Number: 580-335-8427-001
Classification: Health Program Manager I	Tenure/Time Base: Permanent/Full-time
Working Title: Local Programs and Statewide Interventions Unit Chief	Work Location: 1616 Capitol Avenue Sacramento, CA
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Communities	Branch/Section/Unit: Office of Oral Health Community and Statewide Interventions Section Local Programs and Statewide Interventions 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 the Health Program Manager (HPM) I functioning as the Chief of the Statewide Interventions Unit within the Section. The HPM I provides supervision to a team of Health Program Specialists. The HPM I oversees the refinement and adaptation of necessary technical assistance, development of resources, program materials and evaluation tools and provides technical assistance to Local Health Departments in support of the State Oral Health Plan. Provides oversight, guidance, and direction for competitive grants and reviews and approves requests for program funding proposals, new or

continuation federal or special project grant applications, service contracts, agreements, formal reports, and progress reports. Monitors program activities for compliance with program statutes including Federal and State policies; and monitors the overall progress and performance of the unit's programs. The HPM I oversees and monitors federal special projects and other statewide interventions. Provides guidance and support to OOH Advisory Committees and work groups/partners and collaborates with key Federal, national, State and local community agencies.

The incumbent works under the general direction of the Health Program Manager II (HPM II).

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Supervises and provides guidance to a team of professional, Student Interns or Student Assistants as requested. Assigns and prioritizes workloads of supervised staff. Provides guidance and expert consultation to staff regarding the planning, implementation, and evaluation of activities for the Oral Health Workforce Expansion program, the Maternal, Child, and Adolescent (MCAH) Oral Health program, the Rethink Your Drink program, and the Community Water Fluoridation program and initiatives. Facilitates collaboration and maintains cooperative relationships with Local Health Jurisdictions (LHJ) and other community-based partners on local program initiatives and seeks new statewide partnerships to expand the reach of oral health promotion and dental disease prevention interventions. Supervises and directs staff in the development of Requests for Applications, funding proposals, selection criteria, technical assistance for contractors, and the development of program standards. Conducts interviews for all new hires. Ensures appropriate program strategies and activities are planned and implemented at the state and local levels to reach dental professionals, LHDs, public water systems, children, communities most in need and the general public.
- 30% Directs staff to provide training and technical assistance on oral disease prevention, perinatal and infant oral health outcomes and quality improvement, expansion of innovative workforce model, integration of oral health into chronic disease programs and maternal, child and adolescent health programs, as well as evidence-based interventions such as community water fluoridation and school-based or linked prevention programs. Works with internal and external program partners to identify and implement trainings based on needs assessment which may include development of training design, webinars, presentations, communication and development of outreach materials and trainings. Maintains and promotes cooperative partnerships and working relationships with external partners and key State programs to enhance collaboration such as MCAH, Centers for Disease Control and Prevention, Health Resources and Services Administration, Association of State and Territorial Dental Directors and other CDPH programs or statewide organizations. Facilitates problem-solving discussions and develops alternate implementation plans, as needed. Monitors contract development and progress of contractors in meeting contractual deliverables and compliance with state and federal policies and procedures.
- 20% Responds to requests for reports, publications, presentations, workgroups, and site visits. Serves as a

lead on related activities, such as team-based approaches to bring about systems level change by increasing awareness to primary care providers and the public about the importance of oral health care. Works with all levels of staff to promote the California Oral Health Plan and support surveillance activities. Assures staff maintains knowledge regarding best or promising practices and evidenced-based interventions in oral health disease prevention through appropriate trainings and education.

- 10% Attends regular meetings with management to provide program updates and participates in meetings with the California Partnership for Oral Health, Partnership Steering Committee, and workgroups. Meets legislative and administrative requirements, such as progress and fiscal reporting, and data collection. Collaborates with Research Scientists to evaluate program activities and address surveillance needs to ensure program success. Acts in the absence of the Health Program Manager II, Chief of the Community and Statewide Interventions Section, as required.
- 5% Recruits and assigns staff, establishes performance standards and training requirements, evaluates the performance of subordinate staff; conducts staff meetings and coordinates with the Administration Unit Chief on project planning.

Marginal Functions (including percentage of time)

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

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: JJ
 Date: 5/1/24