

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-030-4801-XXX
Classification: Staff Services Manager II (Supervisory)	Tenure/Time Base: Permanent/Full time
Working Title: Policy Section Manager	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Director's Office	Branch/Section/Unit: Office of Legislative and Governmental Affairs/Policy 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 being a resource for the development and enactment of legislation to protect and promote public health on behalf of all Californians, including vulnerable and underserved communities.

Under the general direction of the Deputy Director (DD) and the Assistant Deputy Director (ADD), the Staff Services Manager II (SSM II), Policy Manager, provides day-to-day guidance, operational and managerial oversight to the Office of Legislative and Governmental Affairs (LGA) staff in the Policy Section. The incumbent has the overall responsibility for the development and evaluation of proposed policy legislation for fiscal and operational impact on CDPH and its programs. The incumbent manages

highly complex legislative functions for the LGA, which influence various public health programs statewide. This position is responsible for policy/program evaluation and recommendations and provides high-level assistance and expertise to the CDPH Director, DD and ADD of LGA and the Executive team including Deputy Directors from all Center/Divisions/Offices (CDOs) on major new and existing legislative policies.

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:

Essential Functions (including percentage of time)

- 35% **Legislative Management and Staff Development:** Manages and provides technical guidance to LGA staff. Supervises Legislative Coordinators [Staff Services Manager I (Specialists)], managing their workload and assignments. Updates and improves the CDPH legislative procedural and training manual. Provides orientation and leads training to ensure all team members are proficient in the formal legislative processes of the State Legislature.
- 35% **Policy Oversight:** Oversees the review of legislative bills of great significance and impact to the department's high-priority areas. Offers guidance and strategy on policy recommendations aligned with the views of the CDPH Directorate and Administration. Initiates policy development to adapt to strategic shifts. Acts as a senior expert and consultant on legislative matters, aiding departmental staff in developing recommendations for the Directorate. Manages negotiations within the Department and with external stakeholders including advocates, bill sponsors, and legislative staff to address concerns of the Department and the Governor's Office. Represents the Department, presenting its perspective and insights to elected officials, legislative committees, advocacy groups, stakeholders, and the public.
- 15% **Stakeholder Engagement and Compliance:** Engages with internal and external stakeholders to clarify state statutes and regulations and defends CDPH's positions on contentious issues. Serves as the primary liaison to the Legislative Analyst's Office, the Department of Finance, legislative and committee staff on sensitive matters affecting CDPH. Reviews and approves legislatively mandated reports ensuring they meet legislative requirements and adhere to Administration policies and ensures timely submission. Monitors the impact of Federal legislation on CDPH programs. Coordinates CDPH's responses to Federal legislative bill analyses and daily legislative inquiries from the Governor's Office in Washington, D.C., and members of Congress. Resolves interdepartmental conflicts on legislation to achieve policy consensus. Oversees the preparation of policy committee discussions and manages the production of informational hearing documents and testimonies with subject matter experts. Develops strategies for implementing new statutes and policy changes.
- 10% **Innovation and Continuous Improvement:** Identifies opportunities for legislative innovation

and improvement. Implements advanced legislative tracking tools to enhance decision-making and reporting accuracy. Fosters a culture of continuous improvement, encouraging staff to innovate and streamline legislative processes.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required to carry out LGA’s mission.

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: NW
 Date: 5/7/24