

## DUTY STATEMENT

Employee Name:	
Classification: <b>Exempt</b>	Position Number: <b>580-010-6531-001</b>
Working Title: <b>Assistant Director</b>	Work Location: <b>1615 Capitol Ave, CA 95814</b>
Collective Bargaining Unit:	Tenure/Time Base: <b>Non Tenured Fulltime</b>
Center/Office/Division: <b>Director's Office</b>	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, employees business partners, and stakeholders; 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.

### Job Summary

Under the general direction of the Director, and in collaboration with the Chief Deputy Directors, the Assistant Director will coordinate the work of the Center for Health Care Quality, Office of the State Public Health Laboratory Director, Office of Health Equity, and the Fusion Center (Strategic Development and External Relations). The Assistant Director will work closely with the Chief Deputy Directors and provide guidance and direction to the Deputy Directors of these centers/offices.

The Assistant Director will provide strategic direction to the Center of Health Care Quality for policies, procedures, and programs that protect patient health and safety and ensure quality health care for patients, clients, and residents in health facilities. The incumbent will convene stakeholders and related regulators to improve processes statewide. The incumbent is also responsible for ensuring the Center for Health Care Quality upholds quality of healthcare staff and professionals who work in health facilities through licensing, examination, inspection, education, and proficiency testing.

In addition, the Assistant Director will oversee the Fusion Center, Office of Health Equity, and the Office of the State Public Health Laboratory Director including the development of a Center for Laboratory Sciences. The Assistant Director will also provide strategic direction for the programs within every center/office. The incumbent will be responsible and lead projects involving internal and external state, local, and public/private partners to collaborate on issues that include, but are not limited to, cross-cutting topics such as health care reform, public health / health care partnerships, state and local government relations, public/private partnerships and other projects with public health stakeholders.

### Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Yes
- Other:

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

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- 60% Provide oversight and strategic direction to the Center of Health Care Quality Leadership team. Lead and direct complex program and policy direction for the CHCQ Licensing and Certification, Professional Certification Branch, and Healthcare Associated Infections Programs. Responsible for high-level decision-making in multifaceted, politically sensitive topics regarding licensing and certification of healthcare facilities and professionals, emergency response actions and other time-sensitive critical matters. Advise the CDPH Director on sensitive and critical policy and regulatory issues that affect these programs and provide recommendations.
- 15% Oversee the Office of the State Public Health Laboratory Director including the regulatory and licensing functions of the Division of Laboratory Field Services. Oversee the development of a centralized Center for Laboratory Sciences and associated department-wide governance structure for the new Center. Provide oversight and strategic direction to the Center for Laboratory Sciences. Responsible for high-level decision-making in multifaceted, politically sensitive topics regarding public health laboratory sciences, public health laboratory system in California, regulatory functions, and other high profile matters affecting the public's health. Advise the CDPH Director on sensitive and critical policy and regulatory issues that affect these programs and provide recommendations.
- 10% Provide oversight and strategic direction to the Fusion Center (Strategic Development and External Relations) and the Office of Health Equity (OHE). Responsible for high-level decision-making in multifaceted, politically sensitive topics regarding health equity, violence prevention, emerging issues, and other high profile matters affecting the public's health. Advise the CDPH Director on sensitive and critical policy and regulatory issues that affect these programs and provide recommendations. Serve as the lead within CDPH for strategically connecting work of public health and healthcare. Foster relationships with Department of Healthcare Services and other associated healthcare entities on shared issues where public health and healthcare intersect. Provide a key leadership role in developing cross-cutting relationships that serve to reduce health and mental health disparities, address social determinants of health, and work to ensure that all Californians have full and equal access to opportunities that lead them to lead healthy lives.
- 5% Foster and develop partnerships with external entities related to healthcare quality and safety, industry stakeholders and the public. Ensure continual coordination, expand, and enhance working relationships with federal and state agencies, legislative bodies (both state and federal), the California Health and Human Services Agency, other state departments, and local governments. Convene a working group with external stakeholders to identify opportunities to better serve the health facilities and address key healthcare issues separate from regulation and oversight. Identify opportunities for internal collaboration and shared resources for programs within CDPH that touch the healthcare system. Provide guidance for legislative and regulatory processes, collaborate with industry stakeholders and

partners, and perform high-level administrative and policy influencing functions. Present critical issues before the Legislature, control agencies and constituency groups. Testifies before Legislative Hearings.

- 5% Serve as a member of the CDPH Directorate team in setting CDPH priorities and provides strategic direction for policy, funding, communication and workforce decisions. Represent the Directorate on major inter- and intra-departmental work groups and activities. Work closely with the Chief Deputy Directors to execute cross-cutting objectives that involve the offices, centers or divisions within the department. Has delegated signature authority for any documents reviewed on behalf of the Directorate when requested by the Director or the Chief Deputy Directors.

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

- 5% Perform other work-related duties as assigned.

<p>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.</p>		<p>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.)</p>	
Supervisor's Name	Date	Employee's Name	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b>	Date		
Approved By:			