DUTY STATEMENT

Employee Name:
Vacant

Classification:
Staff Services Manager III

Position Number:
580-520-4802-002

Working Title:
Chief, Maternal / Infant Health

Work Location:
1615 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit:
M01

Tenure/Time Base:
Permanent / Full-Time

Center/Office/Division:
Center for Family Health / Maternal, Child and Adolescent Health Division

Branch/Section/Unit:
Maternal / Infant Health Branch

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.

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 promoting health and wellness, including improving state health outcomes, reducing risk, mobilizing partnerships to strengthen collective impact, and by tailoring practices to meet the needs of the communities that we serve.

The incumbent works under the general direction of the Division Chief and Assistant Division Chief, Maternal, Child and Adolescent Health (MCAH), the Staff Services Manager (SSM) III will be responsible for leading the policy, program planning and implementation, managerial, technical, contractual, budgetary, and administrative duties of the Maternal and Infant Health Branch (MIHB). MCAH programs within the Branch include the: California Home Visiting Program; Black Infant Health; Perinatal Equity Initiative; Indian Health; Breastfeeding Program (BFP); California Diabetes and Pregnancy Program (CDAPP); Comprehensive Perinatal Services Program (CPSP); Fetal and Infant Mortality Review Program (FIMR); Infant Health; Local Health Jurisdictions MCAH Program; Maternal Health; Sudden Infant Death Syndrome Program (SIDS); Maternal Levels of Care; Nutrition and Physical Activity (NUPA) Initiative; Preconception Health; Regional Perinatal Programs of California (RPPC).
Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% travel required, and may include overnight stay(s).
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

30% Provide leadership, vision and managerial oversight to the MIHB to ensure the implementation of evidence based maternal and infant programmatic activities, data collection, technical support, and administrative functions improve the health of the populations we serve. The SSM III leverages activities by other state, local, and federal public health agencies to assist in accomplishing the goals of the Department.

30% Manage, supervise, and provide overall leadership to the MIHB, including the direct supervision of two Health Program Manager IIs, one Staff Services Manager II and the indirect supervision of the remaining Maternal and Infant Health staff. Proactively build and strengthen the Maternal and Infant Health Team through thoughtful team building, regular Branch meetings and timely 1:1 meetings with direct reports.

20% Provide consultation, oversight, and leadership to the Division in the fiscal management of the MIHB; develop budgetary plans taking into consideration forecast expenditures and project grant awards; authorize expenditure of funds. Review and oversee timely submission of legislative analysis, reports, Request for Proposals, abstracts, manuscripts, posters, presentations, audit reports, and controlled correspondence due to the Center for Family Health. Seek and apply for grant funding opportunities based on the needs of the Branch.

10% Plan, develop, and implement the analyses of proposed legislation and regulations relating to program issues and advises on policy implications both within and outside the Department; take responsibility for special projects crossing program lines as assigned by the Division Chief and Assistant Division Chief, and develop program policy regarding those assignments.

5% Participate and/or convene local agencies, advocates, and other stakeholders in the MCAH Division to achieve consensus on program goals, policy issues, and program operational issues. Prepare and give presentations at conferences and meetings.
### Marginal Functions (including percentage of time)

| 5% | Perform 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: Leslie Kowalewski | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

**HRB Use Only:**
Approved By: EC
Date 5/11/20
DUTY STATEMENT

Employee Name: Vacant

Classification: Health Program Manager III
Position Number: 580-520-8429-002

Working Title: Chief, Maternal / Infant Health
Work Location: 1615 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit: M01
Tenure/Time Base: Permanent / Full-Time

Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division
Branch/Section/Unit: Maternal / Infant Health Branch

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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.

Competencies

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Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by promoting health and wellness, including improving state health outcomes, reducing risk, mobilizing partnerships to strengthen collective impact, and by tailoring practices to meet the needs of the communities that we serve.

The incumbent works under the general direction of the Division Chief and Assistant Division Chief, Maternal, Child and Adolescent Health (MCAH), the Health Program Manager (HPM) III will be responsible for leading the policy, program planning and implementation, managerial, technical, contractual, budgetary, and administrative duties of the Maternal and Infant Health Branch (MIHB). MCAH programs within the Branch include the: California Home Visiting Program; Black Infant Health; Perinatal Equity Initiative; Indian Health; Breastfeeding Program (BFP); California Diabetes and Pregnancy Program (CDAPP); Comprehensive Perinatal Services Program (CPSP); Fetal and Infant Mortality Review Program (FIMR); Infant Health; Local Health Jurisdictions MCAH Program; Maternal Health; Sudden Infant Death Syndrome Program (SIDS); Maternal Levels of Care; Nutrition and Physical Activity (NUPA) Initiative; Preconception Health; Regional Perinatal Programs of California (RPPC).
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## Essential Functions (including percentage of time)

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<thead>
<tr>
<th>Percentage</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Leslie Kowalewski</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Employee’s Name:</td>
<td>Date</td>
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