

**DEPUTY DIRECTOR**  
**Center for Health Care Quality,**  
**California Department of Public Health**

March 2021



**The California Department of Public Health (CDPH) is recruiting an experienced, visionary executive.**

Come join one of the largest and most acclaimed state public health departments in the Nation to lead a team of high achieving nurses, physicians, and other health professionals.

The Center for Health Care Quality Deputy Director serves as a member of the CDPH Senior Leadership Team and directs, coordinates and manages the policies, strategies, and programs of the Center for Health Care Quality to ensure uniform program direction and maximum efficiency.

The Deputy Director exercises discretion and sound judgment when making programmatic decisions required to promote consistent and effective application of mandates and directives. The Deputy Director is expected to stay current with changes in public policy, legislation, and laws as it pertains to the healthcare industry and have the ability to model and support CDPH values (collaboration, competence, equity, integrity, respect, responsibility, trust, and vision).

**The ideal candidate:**

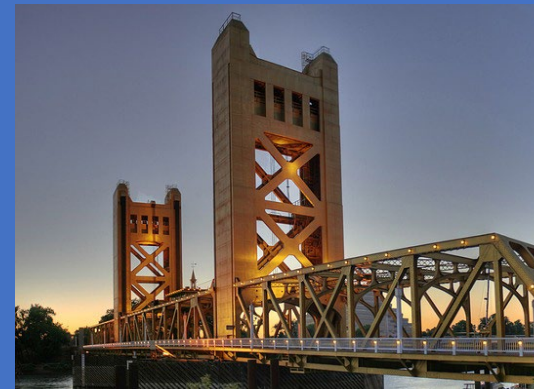
- Ability to lead, manage, and direct key public health programs. Has knowledge of healthcare quality and safety, and the health care delivery system in California.
- Ability to effectively plan for and manage changes in department priorities as well as have a strong quality improvement background.
- Communicate effectively, orally and in writing, with the Health and Human Services Agency, CDPH executives, other state and federal agencies, the Legislature, and CDPH partners, including local health departments.
- Ability to function as part of an executive management team and plan, develop, and implement department policies and priorities.
- Has knowledge of the shifting healthcare environment, including trends in health insurance, healthcare delivery, provider relationships and regulatory issues.
- Has strong political acumen and experience working with elected and appointed public officials as well as community leaders.

The state of California offers a generous benefits package including a pension plan and some of the best medical, dental, and vision plans available.

CDPH is committed to achieving a diverse workforce through application of equal opportunity and nondiscrimination policies in all aspects of employment to create an environment that is welcoming to all individuals.



CDPH works to protect people in the Golden State and helps shape positive health outcomes for individuals, families and communities. CDPH programs touch the lives of everyone who calls California home, and the millions who visit each year.



The position is based in beautiful Sacramento, CA, and within a 90-minute drive of Lake Tahoe, Napa's wine country, and the Bay Area. The city is surrounded by biking and hiking trails and is perfect for the healthy living enthusiast.

For additional information on the application process, visit:  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=242625>

### DUTY STATEMENT

Employee Name:	
Classification: Exempt	Position Number: 580-800-1331-001
Working Title: Deputy Director, Center for Health Care Quality	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit:	Tenure/Time Base: Non-Tenured / Full Time
Center/Office/Division: Center for Health Care Quality	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 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 providing day-to-day management and oversight of the Center for Health Care Quality (CHCQ). The Deputy Director serves as a member of the CDPH Senior Leadership Team and directly supervises the five Career Executive Assignment (CEA) staff responsible for Field Operations North Division; Field Operations South Division; Licensing and Certification Division; Internal Operations; and Public Policy & Prevention Division within the Center.

The incumbent works under the administrative direction of the Assistant Director, CDPH.

#### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% travel required throughout California and nationwide

- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

- 45% Directs, coordinates and provides day-to-day management for the policies, strategies, and programs of the CHCQ to ensure uniform program direction and maximum efficiency. Provides oversight and manage the other members of the CHCQ leadership team and recommends policies and procedures for strategic improvement and efficiency. Establishes, develops, evaluates and manages performance metrics, protocols, policies, and procedures for all aspects of each program/unit and associated tasks/workload.
- 20% Works closely with CHCQ leadership team to make programmatic decisions and is responsible for: the management and policy development of the license fee methodology and the fee collection criteria; the review of federal regulations, state and federal statutory mandates and federal directives; the interpretation and policy decision-making based upon regulatory controls in relation to hospital, long-term care facilities, clinics; and the administrative and support functions required to promote consistent and effective application of mandates and directives in order to ensure the protection and safety of California’s population and the CHCQ’s resource allocation.
- 20% Represents the California Department of Public Health (CDPH) with industry representatives, other governmental agencies and the private sector on matters concerning the California healthcare quality and safety; and the health care delivery system. Advises CDPH and the California Human Health Services (CHHS) Agency on state-wide policy and health care safety strategy. Provides testimony on behalf of CDPH during budget and other legislative hearings.
- 10% Works with CDPH leadership, CHHS leadership, and the Emergency Preparedness Office (EPO) on all emergency responses that affect the healthcare delivery system.

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

- 5% Performs other job related assignments 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

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<b>HRD Use Only:</b> Approved By: CB	Date 3/8/21
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