

DUTY STATEMENT

Employee Name:

Classification: Health Program Manager II	Position Number: 581-014-8428-xxx
Working Title: Population Health and Equity Initiative Manager	Work Location: 1615 Capitol Ave. Sacramento, Ca 95814
Collective Bargaining Unit: S01	Tenure/Time Base: Permanent/Full Time
Center/Office/Division: Office of Strategic Development and External Relations Fusion Center	Branch/Section/Unit: LGHC 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 advancing health equity and strategic plan goals and objectives, including alignment of Department-wide, interdepartmental, and local health department state health improvement strategy by functioning as a highly skilled technical program manager for the Let's Get Healthy California (LGHC) program, including responsibility for new equity-focused initiatives aimed at promoting COVID-19 recovery among disproportionately impacted populations. This position will independently exercise decision making authority to implement statewide initiatives, provide recommendations to the Directorate on initiatives related to LGHC, including data analytics, website operations, innovation, communications, and state and local equity strategy. The Health Program Manager II (HPM II) provides supervision and guidance to LGHC staff, a high-level team of technical specialists, in implementation of complex, sensitive, statewide initiatives. The HPMII promotes collaboration and alignment across departmental efforts and facilitates system and process development and supports initiatives aimed at developing local health department capacity. As part of the Fusion Center team, the HPM II manages and supports activities that further collective action and organizational transformation.

The incumbent works under the direction of the Deputy Director of the Office of Strategic Development and External Relations Fusion Center.

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)

30% **Management and supervision**

Manage and supervise subordinate staff; high-level, specialized, multidisciplinary, technical/professional staff, structured in a cross-functional team to implement two complex, interconnected statewide functions: (1.) implementation of the State Health Assessment and Improvement Plan, Let's Get Healthy California (LGHC) and (2.) leadership of priority statewide public health initiatives emerging from the State Health Improvement Planning process. Perform program and initiative management; identify team goals, priority actions for achieving goals, and best-fit task assignments. Provide policy, technical and program management guidance to initiative leads and staff. Perform routine supervisory and administrative responsibilities such as hiring, time reporting, probation reports and performance management for subordinate staff. Ensure consistency with existing Departmental policies and objectives and in furtherance of the mission of the CDPH. This position provides management, supervision and leadership to advance two complex, interconnected statewide initiatives central to the mission of CDPH; the foundational essential service process to assess and monitor population health across all domains of public health action; and the reduction of disparities among vulnerable and underserved communities to achieve health equity throughout California.

25% **Program leadership and implementation**

Manage, coordinate, monitor and evaluate the programmatic work of the LGHC State Health Assessment and Improvement Plan as well as the newly launched, large scale program emerging from this process - the Public Health Equitable Recovery Initiative. The HPM II will oversee and direct multidisciplinary staff to implement comprehensive assessment, integrated planning and collective impact activities to carry out the State Health Assessment and Improvement Plan as well as priority initiatives addressing emerging issues and policy, strategic integration and local capacity building. Based on priorities identified in the State Health Improvement Plan, lead statewide strategic initiatives on behalf of CDPH, in collaboration with California Health and Human Services Agency, interdepartmental, local and community partners (including CDPH Violence Prevention Initiative, Master Plan on Aging, and Public Health Equitable Recovery Initiative).

Manage Fusion Center role in the establishment of the newly launched Equitable Recovery Initiative, a large-scale program emerging from the State Health Assessment and Improvement

Plan process, which will address health disparities among populations at high-risk and underserved, including disproportionately impacted racial and ethnic minority populations, tribal and rural communities. Oversee staff, contractors, cross-programmatic, interdepartmental, and statewide project teams. HPM II will be responsible for strategic alignment of the comprehensive array of activities from multiple funding sources to advance the Equitable Recovery initiative; including the COVID-19 Health Equity Playbook for Communities, local capacity building (including local assistance allocations and equity investment plans), statewide equity plan, health equity measures, contracts to support equity-focused organizational policy and quality improvement at the Department level, and long-term monitoring of impacts of COVID-19 pandemic on population health and disproportionately impacted populations. Advance Department priorities for equity and population health improvement through integrated strategies, interventions, and services that consider systemic barriers that have contributed to long term inequities, both in the context of the pandemic and across all population health issues in the state health assessment and improvement plan.

20% **Integrated planning**

Manage a range of integrated planning functions to facilitate the achievement of programs' intended outcomes. Lead and direct high-profile strategic planning processes, workgroups and other collaborative efforts across multiple CDPH programs, other State departments, philanthropic partners, local health departments and community stakeholders. Negotiate sensitive and complex issues with stakeholders, including government representatives, stakeholders, contractors, community members and local health jurisdiction staff to build informed consensus for State Health Improvement Plan and Equity Initiative priorities. Oversee development of plans and reports; including State of Public Health Report, State Health Assessment and Improvement Plan Reports, targeted data briefs, and State Health Equity Plan. Leverage results based accountability and performance management systems to align state and local performance metrics with shared population results in a common equity framework. Develop models to integrate initiative plans as a part of the State Health Assessment and Improvement Process, and related initiatives such as the CDPH Racial Health Equity Initiative.

Manage the coordination of Departmental responses consistent with the mission, goals and objectives of the Department in reaction to proposed state legislation, policies, reports, correspondence, special studies, and research in these areas; oversee staff in analyzing the findings for Departmental implications. Oversee and communicate recommendations to the Directorate and Agency on use of resources and provide strategic direction to support health outcomes related to LGHC. Act as an internal and external liaison for LGHC. Work with staff to integrate innovations, shared state health improvement strategies into CDPH programs, highlighting and catalyzing upstream collective action interventions that address social determinants of health. Oversee use of grant funding from multiple funding streams to support staff, programmatic and contract activities. Lead staff to work with operations and administration teams to analyze plans, progress reports and expenditures to ensure resources are appropriately utilized to reach intended outcomes. Lead multi-disciplinary team(s) to identify strategic opportunities for promoting public health priorities under the LGHC Initiative population health landscape (including budget change proposal and grant development activities). Develop sustainable models to build state and local infrastructure to advance health equity among Californians.

20% Website, Data and Technical Oversight

Oversee data, technical staff and contractors conducting assessment functions; including data collection, analytics, data policy and website development (including Let’s Get Healthy California Website and California Community Burden of Disease System). Maintain in-depth technical knowledge of data systems and tools related to state health improvement and equity strategy as well as emerging research, legislation, best practices, effective approaches. Perform ongoing evaluation of LGHC Initiative progress using data driven measures in accomplishing Administration goals and objectives as they relate to changes in the health and prevention landscape. Implement evaluation findings and recommendations using evidence based and data driven performance measures. Manage development, coordination and dissemination of health education activities, key messages and training materials for internal and external stakeholders related to changes in public health-related policies. Supports subordinate staff to provide high-quality, targeted technical support for complex priority initiatives.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as assigned.

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: Britani Corriea	Date 7/13/2021		