DUTY STATEMENT

Employee Name:

Classification: Staff Services Manager III
Position Number: 580-601-4802-909

Working Title: Assistant Division Chief
Work Location: 1500 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit: M01
Tenure/Time Base: Limited Term/Full-Time

Center/Office/Division: Center of Environmental Health
Branch/Section/Unit: Division of Food and Drug Safety

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 Resources 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 and improving state health outcomes by advancing protective measures and reducing risk.

Under the general direction of the Career Executive Assignment (CEA), Division Chief in the Division of Food and Drug Safety (DFDS). The Staff Services Manager (SSM) III, Assistant Division Chief, plans, organizes, manages, and directs the statewide Division programs. The statewide programs within the Food and Drug Branch and Food and Drug Laboratory Branches include, but are not limited to, the following: Food Safety, Drug and Medical Device Safety, Tobacco Enforcement, Chemistry, Microbiology, and Abused Substance Analysis. The SSM III directly supervises staff that perform a wide variety of duties, ranging from, budgeting, legislative bill analyses and other administrative duties.

Special Requirements

☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
Medical Clearance

Travel: Up to approximately 10% in-state travel is required, which 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)**

35% Assists the Division Chief in the planning and direction of the administrative functions performed by the branches within DFDS, which includes the Food and Drug Branch (FDB) and the Food and Drug Laboratory Branch (FDLB). Supervises the Division's administrative operations, which includes, fiscal and budgeting operations, and responding to both administrative and technical requests from all internal and external stakeholders. Works to ensure programs continue to both execute efficient operations and develop new and efficient processes in the areas of food, drug, medical device safety, and the laboratory analysis of food and drugs regulated by the state government. Acts as lead on assignments delegated or designated by the Division Chief, including coordination with the Center for Environmental Health (CEH) when necessary.

25% Provides budget oversight for subordinate branches for all Special and General funds that include, but not limited to, the Drug and Device Fund, Food Safety Fund, Motor Vehicle Fund, Stop Tobacco Access for Kids Fund (STAKE), Proposition 56 Fund, Cannery Inspection Fund, Export Document Fee Fund, Industrial Hemp Fund, reimbursement contracts and federal grants. Informs the Division Chief, Deputy Director and Assistant Deputy Director of CEH on expenditure patterns to ensure program costs are within budgeted amounts and that special fund revenues are sufficient to cover expenses and maintain a reasonable fund reserve. Responsible for Divisions final review and edit of legislative bill analyses to ensure they are consistent with the department’s policies, fiscally accurate, and adequately addresses impact on program and public health implications. Participates in legislative strategic planning meetings with the branches and CEH to recommend/identify positioning on legislation that maximizes the programs and department’s mission. May independently prepare bill analyses and work directly with division and program legislative analysts.

20% Plans, manages, organizes, and directs all DFDS functions as they relate to administrative operations. This includes evaluation and development of Budget Change Concepts, and Budget Change Proposals for the branches, regulations development, bill analysis, legislative concepts, audit requirements, monitoring of fiscal resources and ensuring revenues are sufficient to meet the needs of special fund operating budgets, procurement, contract, and space needs. Development of the program focus and methods for evaluation of the program success, evaluation of data relevant to meeting objectives, and making recommendations for further actions or modifications to program.

15% Assists the Division Chief in developing new methods for delivering the services of DFDS, which are more responsive to the needs of the customers and regulated communities. Develops new and innovative methods to address the financial needs of the various programs. Assists the branch chiefs with issues related to DFDS and its program needs, the products they produce, and the customers needing services. Assist and coordinates, as needed, with the other Division within CEH, the Division of Radiation Safety and Environmental Management.
### Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

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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.

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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.)

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**HRD Use Only:**
Approved By: Skip Thomas  
Date 6/21/2022