DUTY STATEMENT

Employee Name: Vacant

Classification: Staff Services Manager I
Position Number: 581-403-4800-909

Working Title: Business Development Unit Chief
Work Location: 1616 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: S01
Tenure/Time Base: Limited Term/Full-Time

Center/Office/Division: Center for Infectious Diseases/Office of AIDS
Branch/Section/Unit: HIV Prevention Branch/Business Innovation Section/Business Development 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 the health and well-being of California’s diverse people and communities and strategic plan of enhancing services through agile operations, by providing direct leadership of staff efforts in coordinating management of human immunodeficiency virus (HIV) prevention contracts, conducting budget and fiscal analysis, providing innovative solutions for policy, procedure and process improvement opportunities, and managing staff who are a key point of contact for funded entities. The Staff Services Manager I (SSM I) is responsible for oversight of Office of AIDS (OA) HIV Prevention Basic Counselor Skills Training activities related to service delivery, contract management, budget development, fiscal management and operations management.

The incumbent works under the general direction from the Staff Services Manager II, Business Innovation Section Chief. The SSM I is a working level unit supervisor who coordinates, directs and assists with the work of the unit at the full supervisory level as the Chief of the Business Development Unit. The SSM I supervises professional staff assigned to the unit. Plans, develops, coordinates, and directs the work of unit staff to ensure compliance with the program and fiscal reporting of the Centers for Disease Control and Prevention federal grand and state funds.
## Special Requirements

- ☒ Conflict of Interest (COI)
- □ Background Check and/or Fingerprinting Clearance
- □ Medical Clearance
- ☒ Travel: Up to 30%
- □ Bilingual: Pass a State written and/or verbal proficiency exam in
- □ License/Certification:
- □ Other:

## Essential Functions (including percentage of time)

### 30% Supervision

Directly supervises and evaluates all staff activities and work performance. Sets expectations and deadlines, ensures the work supports the vision of the unit, and is guided by the principles set out in federal and state funding opportunities. Provides leadership to staff in order to identify program priorities and objectives, promoting professional development, and responding to staff concerns. Hires, trains, and motivates staff. Evaluates individual work performance, effectively uses preventative, corrective, and adverse action as appropriate, and manages employees, collaborates with the Department’s Human Resources Division (HRD), Labor Relations Office, and the Office of Civil Rights. Routinely analyzes personnel and other resource needs and allocation of the unit.

### 20% Budget and Fiscal Analysis

Ensures contract budgets are complete, updated, compliant, and monitored, by directly supervising staff, and serving as a primary point of contact for contractors and grantees as needed, on all issues related to project/program budgets. Responds timely and accurately to drills and other urgent requests and works cooperatively with the OA Support Branch on fiscal special projects. Provides leadership in the development and implementation of budget guidance documents; identifies and recommends policies for budget monitoring; reviews and guides invoices through processing; provides customer service and technical assistance to contractors and grantees; ensures compliance with program and CDPH accounting requirements; develops and conducts trainings on all aspects of budgets. Oversees and supervises unit staff to maintain invoice and budget tracking system for contracted vendors. Ensures unit staff properly conduct analysis of budgets and invoicing to inform programmatic decisions through quarterly spending analysis reports. Coordinate Unit staff to work with the staff of Local Health Jurisdictions (LHJs) and Community Based Organizations (CBOs), to effectively spend their funding sources in line with the submitted work plans.

### 20% Policy, Procedures and Process Improvement

Provides direction for unit staff in developing, documenting, disseminating, revising, and implementing standard operating procedures (SOPs), desk manuals, site visit tools, and tracking logs for the HIV Prevention branch. Uses various process improvement models to lead unit staff in identifying areas of systematic opportunities within the prevention branch, and development of innovative and effective solutions that will create positive change. Facilitate strategic planning sessions for the Business Innovation section to identify policy, procedures and process improvement goals, strategies, and implementation plans. Ensures that OA is compliant with policies, procedures, and deadlines while providing customer service to OA programs.
15% **Contract management** Oversees HIV prevention contracts and grants; leads the development of new grant agreements and contracts; guides the branch on contract management policies and procedures; reviews contract scopes of work, supporting elements and exhibits, contract amendments, and other key documents; maintains understanding of all contracting processes, procedures, and requirements; serves as liaison between the HIV Prevention Branch, OA Support Branch, and CDPH Contract Management Unit. Plans and directs unit staff to identify potential contract execution and implementation barriers, works with supervisor to address any contracting issues. Works in close collaboration with other Branch staff and contractors to provide education on contracting requirements.

10% **Training** Directs staff in the areas of planning, implementation and evaluation of training services for the HIV/HCV counseling and testing training program and other OA training development efforts. Oversees staff who provide contract management, technical assistance and consultation to training contractors to ensure that all training activities and materials are consistent with federal and state policies, regulations and guidelines. Provides consultation to contracted training partners on the development and implementation of new or revised trainings. Reviews new and existing HIV/HCV counseling and testing training curriculums on content, style and suitability for in-person and on-line training formats. Oversees bi-annual site visits with contracted training partners to ensure compliance with approved curriculums and standards.

### Marginal Functions (including percentage of time)

5% Works in close collaboration with staff to establish and maintain rapport and effective working relationships within CDPH, local health department representatives, CBOs, and the general public. Attends required meetings and conferences and performs other SSM I job-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.

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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