

DUTY STATEMENT

Employee Name:	Position Number: 580-490-4800-909
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Limited-Term/Full-Time
Working Title: Border Response Specialist	Work Location: 5353 Mission Center Road, Suite 215, San Diego, CA 92108
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): TBD
Center/Office/Division: Center for Infectious Diseases/Office of Binational Border Health	Branch/Section/Unit: Border Response 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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 CDPH's mission and strategic plan by performing difficult and sensitive work for the Office of Binational Border Health (OBBH).

The Staff Services Manager (SSM) I (Specialist) will be responsible for providing guidance, technical expertise, and quality assurance on fiscal and procurement matters; assisting managers, staff, and external stakeholders to support the finance and procurement of program resources; and working on finance and contract related assignments for the Border Response Incident Management Team (IMT) of the Unified Border Coordination Group (UBCG).

The SSM I also works in tandem with the CDPH Emergency Preparedness Office (EPO), overseeing the 2019 Coronavirus (COVID-19) funding and contracts including, but not limited to, the procurement

of all border response contracts; cost tracking; interface with vendors as the point of contact on any changes, modifications, or amendments of contracts; and tracking of expenditures and deliverables.

The incumbent works under the general direction of the Health Program Manager III, OBBH Chief.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Other: To address urgent operational needs or conduct emergency-related response activities, the incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Essential Functions (including percentage of time)

- 35% Serves as a highly skilled, independent consultant for fiscal and contract management related to border response efforts. Develops grant applications, budgets, progress reports, and other federal grant management requirements, including performance and data measurements. Functions as a project lead for the Associate Governmental Program Analysts (AGPA) to ensure all special project requests are processed in a timely manner. Provides program support functions for the IMT. Develops and submits annual contract applications, progress reports, performance/data measures, and other State and Federal reporting requirements for all funding sources. Provides technical expertise to State entities as necessary to address progress report inquiries. Develops and implements plans and leads the organization and conducting of regional technical assistance trainings, exercises, and briefings.
- 25% Performs the more difficult and sensitive administrative functions for OBBH, including budgeting, accounting, personnel, contracts, procurement, travel, and training. Ensures detailed and timely responses to control agencies on requested information. Independently responds to drills, audits, and difficult and sensitive requests and inquiries from internal and external stakeholders, including the Office of Legislative and Governmental Affairs (LGA), Director's Office (DO), Internal Audits (IA), Accounting, Budgets, Program Support Branch (PSB), Financial Management Branch (FMB), the Center for Infectious Diseases' (CID) Deputy Director's Office, the Office of Legal Services (OLS), the Department of Finance (DOF), and the California Health and Human Services (CHHS) Agency. Represents the OBBH in various public forums, working groups, meetings, conferences, various departmental committees, Administrative Division Monthly Huddles, Department Operations Improvement Team, and trainings.
- 15% Collaborates with the Finance and Contract IRT leads on changes to existing contract requirements, expenditure, and fiscal tracking. Provides guidance and training to OBBH staff. Provides detailed and timely responses to control agencies on requested information. Represents the OBBH in various public forums, working groups, meetings, conferences,

various departmental committees, Administrative Division Monthly Huddles, Department Operations Improvement Team, and trainings.

- 15% Develops, implements, and maintains complex fiscal aspects of the procurements to ensure compliance with the terms of the agreements. Ensures timely execution of contract and compliance of contract deliverables. Coordinates with other Centers/Programs coverage and funding during activations. Develops and implements fiscal and administrative policies and procedures for border response efforts.
- 5% Travel is required to attend meetings and participate in workgroups on behalf of the OBBH relating to public health emergency and response issues, and to attend Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills. Represents the OBBH Chief and Border Response Contract and Finance Managers at high-level meetings as needed.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations to support the OBBH's border response. The incumbent is required to participate on the IMT-UBCG-IRT.

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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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: Alyssa Ballesteros-Agulo	Date 8/23/2022		