DUTY STATEMENT

Employee Name:

Classification: Staff Services Manager III
Position Number: 580-230-4802-007

Working Title: Planning, Recovery, Evaluation Branch (PREB) Chief
Work Location: 1615 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit: M01
Tenure/Time Base: Permanent/Full Time

Center/Office/Division: Emergency Preparedness Office
Branch/Section/Unit: Planning, Recovery, Evaluation Branch

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 is pending HRD approval

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats through serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing good customer service.

The incumbent works under the general direction of the Assistant Deputy Director of the Emergency Preparedness Office. The Staff Services Manager III (SSM III) is responsible for overseeing the Planning, Recovery, Evaluation Branch (PREB) which includes oversight of the preparedness activities at the local level, training, and exercises, After Action Reports (AAR) and the development of state plans, and guidance for local planning efforts. The incumbent will also oversee the Planning, Preparedness, and Coordination Section (PPCS) and the Recovery and Evaluation Section (RES) and develop a recovery framework and strategies to ensure local and state resiliency following a disaster.
Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

35% Directs, manages, and supervises all administrative and program support functions for the PPCS and RES including budgets, procurement, facilities, accounting, personnel, as well as supporting the adoption of policies, guidelines, grants, and project plans. The SSM III provides programmatic, managerial, and strategic leadership and coordination. Plans, organizes, supervises, and evaluates the work, through subordinate supervisors, of technical and analytic staff. Manages a multidisciplinary team, providing complex technical subject matter expertise to staff as needed to support the development and implementation of planning, organizing, and administering public health emergency preparedness activities. Coordinates and implements public health emergency preparedness plans, standards, and guidance to facilitate a safe environment across the State. Develops website content, policies, plans, guidance, procedures, and manuals related to public health preparedness programs. Engages with local health offices to ensure that plans are developed in a coordinated manner and designed appropriately. Provides oversight and guidance for preparedness and response activities, training, and exercises at the local level. Responsible for the production of AAR and post emergency functions. Coordinates with Local Health Jurisdictions to develop and complete regularly scheduled exercises related to public health preparedness.

25% Provides high level expertise and assistance in the development and implementation of a recovery framework and strategies to ensure local and state resiliency following a disaster. Handles the most complex and sensitive issues. Ensures recovery efforts are inclusive, collaborative, unified, data-driven, strategic, and adaptable. Initiates enterprise-wide strategies for program alignment and cross-collaboration; including the alignment of partnerships and diplomatic relations, program effectiveness and evaluation, and policy identification and execution. Plays a key role in setting the Office’s culture and values. Directs and mentors subordinate staff and managers towards strategic priorities and alignment of resources. Oversees and works on special projects that are highly sensitive and/or subject to particular controversy, including directing staff in the preparation of issue memos and reports and meeting with various stakeholder groups to problem solve and/or gather information as deemed appropriate. Plans, develops, and implements the analyses of new laws, proposed legislation, and regulations relating to EPO and PREB issues and advises on policy implications both within and outside the Department.

20% Provides leadership, guidance, and direction to the management team by evaluating work
performed, coaching, mentoring, and identifying training opportunities for improved performance and job satisfaction. Ensures Performance Management procedures are followed by unit managers and staff evaluations are prepared and discussed with staff in a timely and meaningful manner. Hires and provides timely and on-the-job training to ensure good performance. Determines training needs of new and existing staff, identifies, and promotes the development of staff, through training and performance evaluation. Ensures compliance with Bargaining Unit agreements, hiring practices, policies, and procedures. Ensures effectiveness of staff communication, continuous learning, quality improvement, and development strategies.

15% Represents EPO and CDPH in all emergency response related workgroups and conferences on matters related to emergency planning and recovery. Represents the Deputy Director and CDPH in internal and external meetings and communications. This includes providing leadership as well as taking an active role in various meetings and discussions to ensure complex information is delivered effectively and concisely to multiple stakeholders. Represents the Department in contacts with Health and Human Services Agency staff, state departments, local health departments, control agencies, and other public health organizations. Advises the Deputy Director, Chief Deputy Director, and Director of sensitive and complex issues.

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

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in a leadership capacity in one of four CDPH Emergency Operation Centers, task forces, or other need specific to the emergency or disaster. The incumbent is required to participate on an EPO Incident Response Team and may be required to report to the State Operations Center, Medical Health Coordination Center or other off-site locations depending on the needs of the response or as determined by EPO leadership.

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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<th>Supervisor’s Name:</th>
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**HRD Use Only:**

Approved By: JA

Date 8/29/22