DUTY STATEMENT

Employee Name: [Name]

Classification: Staff Services Manager II (Supervisory)
Position Number: 581-230-4801-909

Working Title: Chief, State Coordination Section
Work Location: 1615 Capitol Avenue, Sacramento, CA 95814

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

Center/Office/Division: Emergency Preparedness Office / Division of Operations
Branch/Section/Unit: Emergency Funding Coordination Branch / State Coordination Section

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 Resource’s Job Descriptions webpage.

Job Summary

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 Staff Services Manager (SSM) II Supervisor works under the general direction of the Chief, Emergency Funding Coordination Branch (EFCB) in the Division of Operations, Emergency Preparedness Office (EPO). The incumbent supervises and manages the activities of the State Coordination Section (SCS). The incumbent is responsible for the oversight and management of
emergency funding allocated to CDPH programs and must be responsive to short deadlines, the sensitive nature of funding allocations, and the complex reporting requirements associated with emergency grants. The SSM II will supervise technical program consultants with specific subject matter expertise and oversee the interaction with multiple diverse stakeholders to manage assigned budgets including workplans, progress reports, and other funding deliverables. This position is responsible for the oversight of audit request responses and will advise the EFCB Chief and executive management on any fiscal issues that arise.

In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs. Up to 5% travel is required.

**Special Requirements**

- ☒ Conflict of Interest (COI)
- □ Background Check and/or Fingerprinting Clearance
- □ Medical Clearance
- ☒ Travel: Up to 5%
- □ Bilingual: Pass a State written and/or verbal proficiency exam in
- □ License/Certification:
- □ Other:

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

35%  Acts as Chief of the SCS. Provides direct supervision to multidisciplinary, technical staff responsible for the development, maintenance, and evaluation of budgets for programs throughout CDPH, including Staff Services Manager I Specialists. Provides leadership, guidance, and direction to staff by evaluating work performed, coaching, mentoring, and identifying training opportunities for improved performance and job satisfaction. Reviews and oversees personnel issues and activities within SCS including hiring, performance evaluations, and employee corrective actions as necessary. Ensures effectiveness of staff communication, continuous learning, quality improvement, and development strategies. Allocates SCS workload and assigns tasks and programs to subordinate staff. Works with EPO executive management to coordinate activities to ensure consistency with CDPH and EPO missions and values. Analyzes ongoing and new program issues and keeps the EFCB Chief informed of current activities and provides recommendations and proposed solutions to issues.

30%  Assists the EFCB Chief in the management and coordination of COVID-19 and other emergency funding related grants for CDPH. Provides consultation on extremely sensitive funding issues that have major impact on CDPH program emergency funding allocations. Oversees the development, maintenance, and reporting of multiple federal and state funding sources including general, special, and federal emergency funds. Provides oversight, coordinates reporting requirements and ensures appropriate management of expenditures by subordinate staff and assigned CDPH programs. Creates reporting guidelines and ensures appropriate funds monitoring and accountability. Provides technical assistance and training to staff as directed by the EFCB Chief. Receives, reviews, compiles, and presents evaluation of state and federal expenditures to the EFCB Chief. Provides guidance and oversight in the preparation of progress reports regarding emergency funds use and expenditures. Implements the utilization of a
comprehensive tracking system for CDPH programs, EPO management, and the Director’s Office to track federal and state expenditures and ensure funds are within budgetary allocations. Develops cross-checking systems to ensure financial reports are accurate and are completed in a timely manner. Develops and manages a comprehensive tracking system for the various federal and state funding sources to compile and present expenditures and projections to the EFCB Chief. Prepares fiscal displays to present budgetary status, identifies concerns, and provides an analysis and recommendation to EPO management to resolve issues. Responds to audit requests from both State and Federal audit agencies and advises the EFCB Chief and EPO executive management on any fiscal issues that arise; provide recommendation for resolution. Provides assistance in coordinating with Centers and Programs with the response and preparation of auditor requests from both State and local audits, for documents, and financial reports in a timely and accurate manner. Prepares grant revisions and/or adjustments for emergency funding grant awards. Reviews and provides recommendations for budget requests/estimates, budget revisions, and reassessing local and state allocation distribution and/or methodology.

25% Responds to drills, creates reports, and provides presentations and recommendations to EPO management related to CDPH program emergency funding allocations. Prepares sensitive correspondence explaining fund allocation decisions. Works with fiscal staff withing CDPH Centers/Programs receiving emergency funding allocations to ensure grant expenditures are appropriate. Prepares correspondence and oversees interactions with multiple diverse stakeholders including CDPH program staff and internal control entities (CDPH Accounting and Budgets Offices) to manage assigned budgets. Works with internal and external stakeholders to disseminate grant guidelines, policies and procedures and provides technical assistance. Obtains working knowledge and provides high level overviews and presentations to Executive Management and CDPH Programs on COVID-19 and other emergency grant requirements, regulations, policies, procedures, and legislation.

5% Travels to attend meetings and participate in workgroups on behalf of EPO relating to public health emergency and response issues. Attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills. Represents the EFCB Chief at high-level meetings as needed.

### Marginal Functions (including percentage of time)

5% Other job-related duties as required. The incumbent may be requested, on short notice, to work irregular and overtime hours during disaster operations in order to support EPO.

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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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**HRD Use Only:**
Approved By: JA  
Date: 9/2/22