

DUTY STATEMENT

Employee Name:	Position Number: 580-300-7675-001
Classification: Public Health Medical Administrator II/C.E.A.	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant Deputy Director	Work Location: 1616 Capitol Ave Sacramento, 95814
Collective Bargaining Unit: M16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Prevention

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 supporting and advising the Deputy Director on program policy and research pertaining to chronic disease and injury prevention.

The Public Health Medical Administrator (PHMA) II serves as the Assistant Deputy Director (ADD) of the Chronic Disease Prevention for the Center for Healthy Communities. The position is responsible for providing leadership, scientific and medical guidance, performance accountability, and general oversight of the state's major public health and prevention programs, policies and initiatives that are directed at reducing the leading preventable causes of death among Californians---through reducing risk factors by improving communities and other environments. The PHMA II oversees three branches

and one Office: Chronic Disease Control, Nutrition Education and Obesity Prevention, Chronic Disease Surveillance and Research, and the Office of Oral Health. This individual will be responsible for supervising 4 direct staff and managing a budget of approximately \$180M. The PHMA II is responsible for planning, organizing, monitoring, and directing the work of these Branches, Offices and their programs.

The incumbent works under the administrative direction of the Center for Healthy Communities' Deputy Director.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% (in-state travel with possible overnight stay may be required)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Provides guidance and supervision to Center Branch Chiefs and the State Dental Director. This position provides general oversight and administration of program budget and other resources; assures compliance with state personnel and fiscal requirements; and adherence to state policy and rules. Ensures that programs monitor, account for, and report on program operations, expenditures, and outcomes while fulfilling program missions and mandates. Provides support and leadership in developing and maintaining well trained, diverse, competent and effective staff. Sets performance and other measures for Center, Branch and Office managers/supervisors. It requires knowledge, understanding, and experience developing and/or leading broad population focused, community-wide social, environmental and change campaigns and programs.
- 25% Guides the development of mission, plans, policies and strategies that are based on scientific theories and frameworks, evidence and rigorous assessment of health needs, and best practices which integrate chronic disease preventive policies and practices into clinical medicine and community outreach, improve and promote healthy environments and behaviors among population groups and communities, improves environment and systems, and increase the professional capacity and leadership to address these and other public health issues. Plans and oversees the implementation of initiatives and programs that address the Center's strategic plan. Ensures program accountability and staff performance. Reviews and approves documentation pertaining to program policy and research needs, including alignment of program efforts across Center Branches and Offices. Works with CDPH Executive Management team to promote and integrate the Center's activities into the overall Department strategic plans and priorities.
- 20% Leverages government, public, and private resources, interests to maintain programmatic, surveillance and epidemiology functions, and focus on high priority public health needs, and emerging issues, and coordinate with department/Center/state programs and initiatives.

Represents and provides support and guidance to sensitive and highly visible programs, issues and health needs that are characterized by significant public interest and/or controversy and require a high-level public health, medical, policy, and program content expertise in addition to general management. Regularly attends meetings with Deputy Directors, Director and staff in the Director's office, and represents the Center and Department in meetings with Health and Human Services Agency, other state agencies, and the Governor's Office.

10% Represents the Center Department and state interests on local, state, and national committees and councils as well as public health-related, medical, and research organizations, including voluntary, state and federal agencies, and advisory groups. Participates in statewide and national conferences and meetings, offering program professional consultation, representing the department's interests and concerns, and promoting the need for resources to support state public health and chronic disease prevention efforts.

Marginal Functions (including percentage of time)

10% Performs other job-related duties as required

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.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By:	Date		