DUTY STATEMENT

Employee Name:  
Position Number:  
580-825-4800-012

Classification:  
Staff Services Manager I  
Tenure/Time Base:  
Permanent/Full-time

Working Title:  
Manager  
Work Location:  
1615 Capitol Ave, Sacramento, CA 95814

Collective Bargaining Unit:  
S01  
Position Eligible for Telework (Yes/No):  
Yes

Center/Office/Division:  
Center for Health Care Quality/Licensing and Certification  
Branch/Section/Unit:  
Investigations Branch/Criminal Background 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 supervising a unit of staff within the Criminal Background Section. The unit is responsible for performing comprehensive criminal background reviews of Certified Nurse Assistants (CNA), Home Health Aides (HHA) and direct care staff working in an Intermediate Care Facility (ICF). The SSM I plans, directs, and monitors the functions of analysts who evaluate applicant or certificate holder’s evidence of rehabilitation and prepare detailed criminal background reports, and make recommendations on the subject’s ability to be certified or cleared for employment purposes.

The incumbent works under the general direction of the Staff Services Manager II (SSM II).
Special Requirements

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

Essential Functions (including percentage of time)

45% Directs, plans, monitors, organizes, and coordinates the functions of the Unit. Supervises the work of the AGPAs, and SSAs, responsible for conducting comprehensive criminal background reviews of Certified Nurse Assistants, Home Health Aides and direct care staff working in an Intermediate Care Facility. The Unit evaluates confidential and classified criminal offender record information obtained from the Department of Justice, arrest reports, court documents and/or evidence of rehabilitation provided by the CNA/HHA applicants and direct care staff working in an ICF. Establishes and maintains conviction case processes and prioritizes assignments for staff. Works closely with other Branch Units/Sections, and other Agencies to foster cooperation and sharing of information on conviction case processes, criminal information, and evidence of rehabilitation. Monitors workload statistics and ensures appropriate allocation of staffing resources. Initiates and reviews the development of reports that identify the Unit’s workload trends and progress, and monitors these reports to identify program issues, problems, and changes that need to be addressed or implemented.

20% Coordinates requests for Administrative Appeal Hearings with the Office of Administrative Hearings and Appeals. Monitors Hearing decisions for trends in decision outcomes. Assists the staff in preparing and presenting the Department’s case at the administrative hearings. Trains staff on hearing presentation techniques. Makes determinations for settlements, when appropriate. Reviews and approves recommended disciplinary actions.

20% Monitors employee performance and skill level and provides timely formal and on-the-job training to ensure good performance. Informs employees of their progress and performance through timely informal feedback and formal Performance Evaluations. Reviews and approves time sheets, etc. Arranges for staff development and training. Conducts hiring interviews, completes hiring packages and other personnel action as necessary.

10% Monitors program functions for consistency in application of state and federal requirements and works with the Office of Legal Services (OLS) and other agencies regarding interpretation of the law. Participates in the development of workload and fiscal impact statements for budget change proposals, providing documentation to the Department of Finance (DOF) and legislative staff; coordination with other agencies and development of protocols for implementation.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as requested.
Special Characteristics:
1. All employees in the Criminal Background Section of the Licensing and Certification (L&C), Investigations Branch (IB) must submit to a Live Scan fingerprinting process to obtain state and federal fingerprint clearance prior to employment. Per the CDPH agreement with the Department of Justice (DOJ), Criminal Background Section employees with access to the Criminal Offender Record information must be clear of criminal convictions, except minor traffic violations.

2. After hire into the Criminal Background Section, employees will be subject to the Live Scan fingerprinting process, in order to receive possible subsequent arrest and conviction notifications until the L&C IB Criminal Background Section submits a “No Longer Interested” (NLI) form to DOJ. The NLI form is submitted when an employee terminates their employment with the IB Criminal Background Section.

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: DS

Date
12/15/2022