

DUTY STATEMENT

Employee Name:	Position Number: 580-520-8427-012
Classification: Health Program Manager I	Tenure/Time Base: Permanent/Full-Time
Working Title: Chief, Black Infant Health Unit	Work Location: 1615 Capitol Ave, Sacramento, CA 95814 East End Complex
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Maternal and Infant Health Branch / Perinatal Equity Section / Black Infant Health Program 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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by implementing strategies to reduce health disparities; improve perinatal outcome; support the development of children and adolescents; and foster health, well-being and equity across the reproductive life course.

Under the general direction of the Health Program Manager (HPM) II, Chief of the Perinatal Equity Section, the Health Program Manager I (HPM I) will serve as the Chief of the Black Infant Health Unit. The HPM I will supervise, plan, develop, and implement overall programmatic support to the Black

Infant Health Unit team to ensure implementation of policies, procedures, standards, and reporting. Supervision will also include oversight, guidance, and direction to the team for development of competitive grants (RFA) and direct all program efforts to increase and support services to expand current Black Infant Health Program strategies aimed at improving Black infant birth outcomes thereby reducing infant mortality. The incumbent must be able to travel to meetings and trainings including some overnight or out-of-state travel.

Special Requirements

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

Essential Functions (including percentage of time)

- 45% Provide oversight for the monitoring and evaluation of the Black Infant Health (BIH) Program, for compliance with legislative program standards; participate in the development of monitoring and evaluation tools for this program; participate in conducting evaluations of these programs in the local health jurisdictions (LHJs); utilize results-based accountability (RBA); develop curriculum and orientation materials for new staff; provide oversight for the orientation and training of program staff and staff in the LHJs to update their current knowledge and promote best practices and evidence-based outcomes in order to more fully achieve the objectives for these specified programs.
- 35% Supervise staff in the Black Infant Health Unit; identify evidence-based strategies to decrease health disparities; provide technical assistance, leadership and consultation to program staff and contractors; provide program leadership to staff and coordinate and direct staff activities; adjust staff workload to meet priorities; prepare, monitor and evaluate contracts and Scopes of Work (SOWs) for compliance with regulations; develop and submit grant proposals for funding; develop Requests for Proposals, Requests for Applications and Budget Change Proposals; define new programs and identify resources needed; and responsible for providing oversight of performance of contractors to ensure timelines for deliverables are met and that the quality of deliverables meets standards.

Responsible for managing the Black Infant Health Program staff and coordinating integration of strategies to decrease health disparities into overall MCAH activities; gather, analyze and interpret program data and recommend effective action based on conclusions derived from data analysis and scientific literature; provide technical expertise for program implementation and improvement and advise executive management of recommendations for suggested changes; develop, evaluate, research and interpret health policy issues, regulations and procedures; apply and recommend changes in health regulations, policies and procedures and incorporate health equity; develop and administer standards and guidelines for program services; provide oversight for measurement of clinical outcomes of programs; and provide verbal and written reports to management related to MCAH programs, contracts and policy issues.

15% Participate on committees (Title V workgroup, interagency workgroups focus on health equity, etc.); review and analyze laws, regulations and proposed legislation and make recommendations to executive management; work with other State departments, LHJs and community agencies to develop partnerships, coordinate health services and implement health programs; serve as program liaison to provider groups and stakeholders; coordinate policy relationships with Federal, State and local agencies; disseminate program information to other departments and various agencies; prepare and provide presentations for professional meetings, conferences and seminars; and represent the department in dealings with Federal, State, local and private jurisdictions.

Marginal Functions (including percentage of time)

5% Perform 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: JJ
 Date: 5/23/23