

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Grants Management Branch	
Position Number 441-222-4802-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager III (Supervisory)	Working Title Chief, Grants Management Branch	

General Description

As a key advisor to the Assistant Deputy Director, the SSM III serves as the Chief of the OHWD Grants Management Branch and is responsible for the most critical and sensitive issues related to OHWD's primary mission, strategic planning, and overall program and process development and execution for the Branch. The SSM III oversees all aspects of Branch operations, including strategic planning, program design, budgeting, organizational structure, and staff development. The incumbent is responsible for managing Staff Services Manager IIs who oversee subordinate staff engaged in the compliance and process of OHWD grant awards. The Branch Chief coordinates with the Research and Evaluation Branch and Healthcare Workforce Policy Branch to align OHWD programs and strategies focused on the development and maintenance of California's healthcare workforce. The Branch Chief coordinates with the Operations Branch to ensure financial accuracy of all grant program expenditures and that this data is reconciled in a timely, regular, and accurate manner.

Supervision Received	Will report to the OHWD Assistant Deputy Director
Supervision Exercised	The Branch Chief directly supervises three Staff Services Manager IIs
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory abilities to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.

Job Duties

E = Essential, M = Marginal

30% E **Grant Program Strategic Planning and Implementation:**
 The SSM III directs, administers, and oversees the activities of the Grants Management Branch within OHWD. This includes prioritizing resources, solving the most complex issues, and recommending solutions that relate and support OHWD. To ensure success, the SSM III oversees and directs the strategic planning, implementation, and overall responsibilities for the successful implementation and monitoring of various health workforce grant programs.
 The SSM III will work with the Assistant Deputy Director on highly sensitive issues related to the grants process and monitoring. The incumbent will advise and make solution recommendations on complex and highly sensitive issues related to grants processing

and monitoring compliance in addition to providing technical assistance to internal and external stakeholders, including executive management.

The SSM III is responsible for providing and promoting the development of effective and operational timelines for activities as they relate to program planning and implementation. Partner with internal and external stakeholders to carry out grant programs through strategic and decisive implementation plans.

30% E

Grant Program Operations:

The SSM III will develop and implement systems to manage, monitor, and evaluate resource expenditures to ensure alignment with funding requirements, state and federal law, departmental policy, and program objectives. This includes establishing, reviewing, and maintaining processes and procedures to ensure the accuracy, timeliness, and reconciliation of program financial data in coordination with the Operations Branch. The SSM III will also partner with the Health Workforce Policy Branch, and Research and Evaluation Branch, and other Offices within HCAI to ensure OHWD's grant management mission is achieved.

Develop, review, implement, and revise as necessary OHWD grant management policies and procedures, ensuring compliance with internal and external policies, rules, regulations, and laws. Ensure all appropriate processes are documented, including key functions and tasks, with clear and concise procedures and checklists. Develop and monitor desk procedures for an annual review and update. Coordinates the preparation of information in response to requests from internal and external stakeholders.

20% E

Staff Oversight and Development:

Leads, organizes, and oversees the performance of management and staff within the Grants Management Branch. Provides strategic guidance and support to ensure high-quality service delivery to internal and external stakeholders, operational efficiency, and staff engagement and productivity. Performs supervisory responsibilities and oversight, which include, but are not limited to, prioritizing workload, reviewing work products and providing feedback, hiring subordinate managers and supervisors, preparing performance evaluations, and handling formal disciplinary and grievance issues.

Oversee the preparation of hiring and recruitment packages in accordance with HCAI policies. Monitor management and staff compliance with state, federal, departmental, and programmatic policies. Monitor and oversee employee performance and provide mentoring to the Branch management and staff, including employee oversight and development. Prepare and/or review probationary reports for direct reports. Ensure appropriate training for management and staff on program topics and software applications.

15% E

Collaborative Process Management:

Develop and maintain working partnerships with internal and external stakeholders for efficient process flow, understand overlapping work areas, and collaborate on ripple effect changes for shared or connected processes and procedures. Works cooperatively with OHWD staff, Office of Information Services (OIS), Office of Administrative Services (OAS), and HCAI executive management to ensure productive and efficient processes for Grants Management Branch responsibilities.

5%	M	Performs other job-related duties as required to fulfill the HCAI mission, goals, and objectives. Additional duties may include, but are not limited to, assisting where needed within OHWD, which may include special assignments at the Assistant Deputy Director's request.
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Other Expectations

- Demonstrate the management of complex grant programs from application to closeout, including budgeting, reporting, monitoring, and auditing processes.
- Demonstrate the ability to lead, coach, and mentor teams, with the ability to perform effectively under pressure, manage multiple tasks, and adapt to shifting priorities while ensuring accurate and timely completion of work.
- Demonstrate strong interpersonal and communication skills, with the ability to communicate with tact and professionalism across all levels of departmental staff.
- Demonstrate skills in researching, analyzing, and synthesizing complex information to convey key insights clearly and concisely to diverse audiences.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date