

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>581-011-4800-909</b>
Classification: Staff Services Manager I (Supervisory)	Tenure/Time Base: Permanent/Full-time
Working Title: Fund Operations Unit Supervisor	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit:	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity Branch Grants Management and Development Section

All employees shall possess the general qualifications, as described in the 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**

The Staff Services Manager I, Supervisory (The Unit Supervisor) serves in a leadership role over a technical/professional staff performing grant/fund management and development activities. The Unit Supervisor supports producing grant proposals, developing procedures, and leading the development of a well-functioned grant/fund system that serves and coordinates across CDPH. This includes the development of grant/fund infrastructure and program procedures, production of proposals and budgets, and establishment of quality improvement tools and techniques to achieve performance objectives.

This position supports the CDPH's mission and strategic plan by ensuring efficient and innovative grant/fund development, delivery and compliance, as part of the Grant Management and Fund Development Section (Section) of the Office of Policy and Planning (OPP). The position plays a key role in furthering OPP's grant focus of building a strong public health system to foster community conditions in which all Californians are safe and healthy by collaborating across CDPH Centers/Divisions/Offices (CDOs) to ensure delivery of effective programs, address health disparities

and improve health outcomes.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Under general direction of the SSM II, Section Chief, the Unit Supervisor will work independently, collaboratively, and within a team to ensure that OPP provides efficient, effective, and innovative fund management, development, delivery and compliance across OPP, CDPH and Local Health Jurisdictions, and ensures compliance with all applicable policies, standards, regulations, and public laws.

### Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: In- and Out-of-State travel up to 5% may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 30% **Supervision** – Supervise a technical/professional staff performing grant fiscal, fiduciary duties and project management activities such as tracking progress, developing workplans and coordinating with CDOs. The Unit Supervisor is responsible for the direction, oversight, and operation of the unit, including supervision, recruitment, training, and mentorship for a team of Associate Governmental Program Analysts (AGPA), Health Program Specialists I (HPS I), and other similar classifications. Plan, organize, prioritize, direct and manage the work of staff responsible for all fiscal monitoring of OPP's general fund. Oversee the management of state general funds, including tracking contract expenditures, CDO expenses and adjustments, working with accounting to establish annual CDO budgets and accounting codes, which requires leveraging knowledge of State accounting standards and rules set forth in the State Administrative Manual (SAM) governing the handling and recording of state funds. Ensure the accurate and timely completion of all accounting drills/assignments related to the general fund. Provide supervisory direction in developing, implementing, and maintaining systems designed for fiscal monitoring and reporting of revenue. Serve as a coach and mentor in staff development, including annual reviews and progressive discipline when needed.
- 30% **Grant & Fund Infrastructure, Maintenance and Compliance** – Serve as the lead and expert in developing OPP grant development infrastructure and the procurement and implementation of a grant/fund system; manage the coordination of the activities to develop the grant/fund system and OPP pre-award grant procedures to ensure they align with the funding priorities of OPP. Responsibilities include developing project workplans, coordinating program and public relations; lead the development of manuals and training resources for

CDOs and staff using the grants system and serve as the point of contact for these procedures. Responsible for developing project workplans, coordinating program and professional services to support staff with the development of the grant system and pre-award process, drafting and approving guidance documents, workflows, convening planning calls, making recommendations, and assessing and analyzing the implementation of the system and making recommendations to improve as needed. Coordinate with the Information Technology Services Division (ITSD) and appropriate CDPH staff to update and maintain the grants system to ensure it remains current on Federal, State and/or grant related policies. Identify and address policy and operational issues relevant to the grants system analytics and data sharing. Maintains grant system for recording and tracking grant/fund proposals, awards, and related statistical information. Draft project proposals for enhancing and improving the system.

**20%- Grant Proposals and Strategy Development:** Lead staff to coordinate across CDPH to establish standards and best-practices to improve OPP's grant/fund performance, and to facilitate and support research and identification of funding opportunities related to building Public Health Infrastructure and Capacity. Review and make recommendations to enhance grant performance based on grant data and metrics; works closely with the Section Manager to develop funding priorities, coordinates and participates in the development of grant/fund proposals and assembly of grant applications. Contributes to the development of reports, independently analyzes grant data, and contributes to the development of grant announcements, and communications.

**10%- Collaboration –** Collaborate with OPP administrative, health program, and research staff to coordinate responses to control agencies (e.g., budget office, State Auditor). Analyze forecast funding sources and provide projections to management. Collaborate with CDPH accounting managers on year-end drills. Independently plan and perform follow-up actions. Collaborate with OPP staff to determine contract needs.

### Marginal Functions (including percentage of time)

**10%- Other duties:** Occasional travel to areas within the region of their headquarters location or other areas to attend meetings and participate in workshops, training, planning meetings, other events, and other job-related duties as assigned.

<input type="checkbox"/> 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.	<input type="checkbox"/> 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 the need for reasonable accommodation, inform the hiring supervisor.)
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Supervisor's Name:	Employee's Name:
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Supervisor's Signature	Date	Employee's Signature	Date
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**HRD Use Only:**

Approved By: LaJuana Thompson

Date: 10/1/2025