

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-011-8427-909
Classification: Health Program Manager I	Tenure/Time Base: Perm/FT
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 Health Program Manager I, Fund Operations Unit Supervisor (Supervisor) serves in a leadership role and contributes to the strategic planning and development of the Section by producing proposals, developing pre-award grant/fund procedures, establishing a grant/fund management and development. Serving as a unit supervisor of the Grant Development Unit (Unit) a technical/professional unit of staff performing grant/fund management and development activities. Responsible for developing a well-functioned grant/fund system that serves and coordinates with CDPH's CDOs. 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. The Supervisor ensures compliance with the Unit's performance and all applicable policies, standards, regulations, and public laws.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policies 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.

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 they deliver effective programs, address health disparities and improve health outcomes.

Under general direction of the Staff Services Manager II, (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: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Supervision: 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. The Supervisor develops goals for the Unit and plans, organizes, prioritizes, directs, monitors, and evaluates work assignments of broad scope and complexity performed by the Unit staff. The incumbent oversees the Unit's progress, work products and performance. Ensures that all assignments are properly completed. Provides programmatic and managerial leadership in the coordination of OPP, including the daily operations and CDPH mandated activities. Serves as a coach and mentor in staff development, including annual reviews and progressive discipline when needed.

30% Grant & Fund Development Infrastructure, Maintenance and Compliance: Serves as the lead and expert in developing OPP's grant development infrastructure and the procurement and implementation of a grant/fund system; manages the coordination of the activities to develop the grant/fund system and OPPs pre-award grant procedures, leads the development of manuals and training resources for CDOs and staff using the grant system and serves as the point of contact for these procedures. Establishes OPP's pre-award procedures and ensures they align with the funding priorities of OPP. Responsibilities include developing project workplans, coordinating program and professional services staff to support 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. Coordinates with IT and appropriate CDPH staff to update and maintain the grant system to stay current on Federal, State and/or grant related policies. Identifies and addresses policy and operational issues relevant to the grant system analytics and data sharing. Maintains grant system for recording and tracking grant/fund proposals, awards, and related statistical information.

20%- Grant Proposals and Strategy Development: Independently coordinates across the 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. Reviews and makes 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 analyses grant data, and contributes to the development of grant announcements, and communications.

10% Collaboration: Collaborates with OPP administrative, health programs, and research staff to coordinate responses to control agencies (e.g., budget office, State Auditor). Analyzes and forecasts funding sources and provides 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: Travel to other CDPH offices, trainings, meetings, or events may be required. Other Unit Supervisor job-related duties as assigned.

☐ 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: LaJuana Thompson

Date: 9/25/2025