

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-045-4800-909
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Lead Project Manager	Work Location: 1615 Capitol Avenue, MS 0513 Sacramento, CA 95814
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Professional Development & Engagement	Branch/Section/Unit: Organizational Support Services Section/ Project Management 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 advancing the health and well-being of California's diverse people and communities by maintaining aproactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The Staff Services Manager (SSM) I [Specialist (Spec)] serves as an independent technical consultant and project manager to CDPH for a variety of difficult and sensitive projects and leads state-wide project and change management processes to improve overall effectiveness of the complex, politically sensitive, high-profile portfolio of programs within CDPH.

Confidential - Low

The incumbent works under the general direction of the SSM II (Supervisory), Chief of the Organizational Support Services Section.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Serves as an independent consultant and project manager to CDPH for a variety of difficult and sensitive projects including but not limited to emergency response, transformation efforts, modernization initiatives, and new or expanding public health programs. Leads state-wide project and change management processes to improve overall effectiveness of the complex, politically sensitive, high-profile portfolio of programs within CDPH. Collects status updates including risks and issues from all workstreams on an ongoing basis. Leads activities and manages critical workstream workgroups by coordinating and consulting with internal resources, customers, and stakeholders. Develops workgroup charters and project plans, including defining project scope, deliverables, and timelines. Delegates project deliverables and tasks to workgroup members, and creates and maintains project documentation, including status reports. Mentor and guide project teams in best practices and continuous improvement. Monitors and tracks progress of the project plans and ensures timely completion of deliverables. Identifies interdependencies with other workstream and workgroup efforts and collaborates and communicates with other project managers and leads as needed. Utilizes the CDPH Results Based Accountability system and methodologies to assess and analyze performance measures, results and targets to ensure progress is being made toward project goals. Develops the more complex protocols for developing and tracking goals, measures, and progress, and creates processes to gather, organize, aggregate, and analyze program data to provide updates and recommendations to management and executive leadership.
- 30% Functions as a subject matter expert researching and analyzing data to provide guidance and consultation to CDPH management, executive staff, and other staff regarding project management processes, high impact performance improvement strategies, and policy development initiatives that crosscut multiple business processes related to Department strategic priorities of: Key Public Health Challenges, Becoming a Learning and Impactful Organization, and People Development. Monitor project risks, timelines, and deliverables to ensure alignment with legislative mandates, funding requirements, and public health objectives. Translate strategic goals into actionable project plans that support public health

outcomes, organizational learning, and workforce development. Develop strategic recommendations that influence departmental policy and operational decisions. Conducts strategic planning meetings with Department leaders to recommend/identify QI and change management efforts that maximize the Department's vision and mission and inform policy decisions.

- 25% Maintains workstream and workgroup SharePoint sites including charters, process maps, policies, protocols, reports, and status updates. Prepare and deliver briefings, reports, and presentations to executive leadership and stakeholders on project status, risks, and outcomes. Contribute to the formal marketing and expansion of the non-IT project management and operational procedure writing services across CDPH. Provides time sensitive and critical information for requests from external stakeholders and CDPH leadership. Keeps management updated on workload and any potential issues and problems that may arise. Assesses internal policies and procedures and recommends and implements continuousQI activities.

Marginal Functions (including percentage of time)

- 5% Performs other SSM I (Spec) work-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: JA

Date: JULY25