

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development (OHWD) Grants Management Branch Grants Management Section A	
Position Number 441-210-4801-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager II (Supervisory)	Working Title Chief, Grants Management Section A	

General Description	
<p>The Staff Services Manager II (SSM II) is the Chief of the OHWD Grants Management Section (A) and is responsible for ensuring that OHWD’s funding opportunities, grants, contracts, and budgets are executed timely and in an appropriate manner. The SSM II is responsible for developing strategies and processes to have a consistent framework and approach to OHWD grant and contract activities for primary care and behavioral health programs, including the BH-CONNECT initiative. As a member of OHWD’s leadership team, the SSM II takes an active role in developing and implementing OHWD’s strategic direction to meet its mission, vision, and goals. The SSM II coordinates with the Program Data and Evaluation Section and the Behavioral Health Workforce and Policy Section to align OHWD programs and strategies focused on the development and maintenance of California's healthcare workforce.</p>	
Supervision Received	Will report to the Staff Services Manager III- Grants Management Branch.
Supervision Exercised	Will support analytical and professional staff.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.
Job Duties	
E = Essential, M = Marginal	
25% E	Grant Program Planning and Implementation: Work closely with the Behavioral Health Workforce and Policy Section to coordinate the development of new programs requiring grants and contracts. Ensure that program modifications are successfully integrated into the existing grant application processes. Oversee the development of new grant applications, scoring criteria, and grant application scoring processes. Ensure that funding applications and processes align with the program’s ability to meet statutory priorities, stated objectives, and department goals. Participate in special project teams for program design, development, and implementation, including any new OHWD programs in the California budget bill. Develop program requirements, including staffing plans and work plans associated with new programs.
25% E	Program Operations and Evaluation: Ensure all grants, contracts, and budgets are developed and executed in accordance with the Department of Health Care Access and Information (HCAI) program guidelines. Oversee the development of consistent and standard processes for contract development, execution, and amendments. Ensure budgetary, accounting, contract, and grant fund status reporting is completed accurately and consistently. In partnership with the Program Data and Evaluation Section, participate in the development of measurable program outcomes for grant application trends and reporting outcomes to OHWD leadership and stakeholders.

- 25% E **Staff Oversight and Development:** Oversee the preparation of hiring and recruitment packages and ensure hiring and recruitment are done in accordance with HCAI policies. Monitor staff's adherence to state, federal, departmental, and programmatic policies. Monitor employee performance and provide mentoring to the Staff Services Manager I on employee oversight and development. Prepare and/or review probationary reports for new employees. Ensure appropriate training for staff on program topics and software applications. Implement new human resources policies and procedures as required by OHWD, HCAI, CalHR, and the State.

- 10% E **Strategic, Operational, and Business Planning:** In partnership with OHWD leadership, identify and implement opportunities for operational quality improvement to increase process efficiency. Participate in the development and implementation of OHWD's objectives and key results and ensure they align with HCAI's strategic priorities. Participate in the deployment of OHWD's strategic communications plan, including needs for stakeholder communications, grant awardee releases, outreach events, and other communications as needed. Participate regularly in OHWD and HCAI-wide workgroups, including topics such as change management, strategic planning, and operational planning.

- 10% E **Customer Portal Development:** Serve as a subject matter expert and advisor on the development of customer-facing software applications, such as the OHWD Funding Portal. Lead development and implementation of user interface and process evaluations of OHWD's software applications, and recommend new system features and fixes to improve customer experience.

- 5% M Perform other duties as assigned.

Other Expectations

- 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.
- 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