

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-400-7500-001
Classification: Career Executive Assignment Level B	Tenure/Time Base: Non-Tenured/Full Time
Working Title: Chief, Division of HIV, HCV, and STIs	Work Location: 1616 Capitol Avenue Sacramento, CA 95814 or 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of HIV, HCV, and STIs	Branch/Section/Unit: N/A

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 providing leadership and strategic direction to advance the health and well-being of California's diverse people and communities through the prevention, care, and treatment of human immunodeficiency virus (HIV) / sexually transmitted infections (STIs) / and hepatitis C (HCV).

The incumbent works under the administrative direction of the Deputy Director, Center for Infectious Diseases.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 30% travel
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Serves as the Department's principal advisor and expert consultant to the Deputy Director of the Center for Infectious Diseases on HIV/STI/HCV policy. Meets with the Legislature and relevant federal, state, and local agencies on HIV/STI/HCV issues, provides consultation, technical advice and assistance to state and local officials, private institutions, and other local partners throughout the state on disease intelligence, control and prevention measures and program operational matters; makes recommendations to the Deputy Director on the Department's position for proposed legislation affecting HIV/STI/HCV; drafts new legislation; and advises the Deputy Director of new and/or changing program developments. Serves as technical advisor to CDPH leadership on national and state policies relating to HIV/STIs/HCV. Serves as the principal authority on technical matters related to HIV/STI/HCV education, prevention and control, epidemiological analysis, treatment efficacy, surveillance enhancement, and outbreak control plans and responses efforts in coordination with outbreak response teams within the Center for Infectious Diseases. Supervises the analysis and review of epidemiological investigations and activities, monitoring of HIV/STI/HCV morbidity trends, evaluation, and initiation of quality improvement activities to enhance prevention and control outcomes and shape effective health policies.
- 25% Manages and directs the personnel and administrative activities carried out by a multidisciplinary team consisting of over 200 HIV/STI/HCV staff. Evaluates staff performance and implements corrective action consistent with the progressive disciplinary framework when needed. Oversees budgets and grants relevant to HIV/STI/HCV programs; including development of the AIDS Drug Assistance Program estimate package, and leverages resources appropriately.
- 20% Directs community relations and coordinates with other agencies to promote awareness of the consequences of HIV/STIs/HCV among high-risk populations. Develops program goals, objectives, and directions; evaluates the effectiveness of HIV/STI/HCV control efforts throughout the State to ensure local program development and implementation activities are in accord with State priorities and legislative authority and intent; directs studies of population segments to identify high-incidence areas currently existing or anticipated; manages impact studies associated with HIV/STIs/HCV among various populations; manages the development of surveys to determine local health needs and assists local health jurisdictions and/or community groups in conducting needs assessments and surveys; works with the California HIV/STD Controllers Association, the California Planning Group, the Office of AIDS Stakeholder Advisory Committee, the Ending the Epidemics Coalition, and other stakeholder

groups to communicate program ideology and directives to local governmental officials and to gain insight and feedback into community issues and needs. Ensures the information disseminated is accurate, up-to-date, and tailored appropriately to various audiences, including healthcare professionals and the public.

- 20% Provides leadership and strategic direction to support the reorganization of the STD Control Branch, Office of Viral Hepatitis, and Office of AIDS, into a new integrated division that aligns services in an integrated manner guided by the Integrated Statewide Strategic Plan and optimizes service delivery to curb the spread of HIV/STIs/HCV and eliminate associated health disparities. Works with relevant staff, stakeholders, LHDs, and federal partners to refresh and update the Integrated Statewide Strategic Plan as needed, commensurate with current surveillance data and new scientific developments pertaining to HIV/STIs/HCV prevention/treatment/and care.

Marginal Functions (including percentage of time)

- 5% Provides leadership on equitable policies, practices, and procedures for resource allocation, administrative practices, as well as program decision-making for HIV/STI/HCV programs.
- 5% Performs other job-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: CB

Date: 10/6/2025