

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-351-8428-002
Classification: Health Program Manager II	Tenure/Time Base: Permanent/Full-time
Working Title: Special Projects and Program Support Section Chief	Work Location: 850 Marina Bay Parkway, P-3, Richmond, CA
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch/Special Projects and Program Support Section

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 oversight for the support of occupational health programs promoting safe and healthy workplaces for the people of California.

The Health Program Manager (HPM) II supports statewide public health programs focused on occupational health and safety. Plans, organizes, and directs the work of analysts performing administrative support for the branch. Responsibilities include oversight of day-to-day administrative support functions in budgeting, contracting, personnel, and procurement, as well as employee development, training, and performance.

The incumbent works under the general direction of the Health Program Manager III (HPM III), Assistant Branch Chief, Occupational Health Branch (OHB), Special Projects and Program Support Section (SPPS).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: May require periodic overnight travel within California, up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Provides programmatic, policy, and administrative leadership in planning, organizing, and directing the statewide work of the SPPS. Responsible for the supervision and review of assignments of analysts who provide administrative support to all branch programs. Establishes and communicates unit goals, objectives, and priorities to achieve efficient branch operations. Monitors workload and assignments, reviews work results, assesses staff performance, and provides or recommends training as needed. Evaluates and provides feedback to staff to aid in their professional development and to ensure performance objectives/standards are met. Reviews and approves staff requests including leave, overtime, travel, and training. Provides timely performance appraisals of unit staff. Oversees the Branch Health and Safety Team. Attends meetings representing the branch. Prepares and gives presentations at conferences, meetings, and other settings as appropriate, which may require occasional travel.
- 25% Manages multiple statewide projects with competing priorities. Provides management with the status of unit operations and recommends solutions to problems/issues related to procedures, business processes, and/or policies. Directs the work of administrative staff on budgets, personnel, contracts, communications, procurement processes, and Public Records Act requests. Communicates effectively verbally and in writing. Conducts periodic reviews/audits of contracts, grants, and budgets to ensure consistency and appropriate application of state procedures. Coordinates day to day operations of analytical staff and tracks progress. Reports delays or issues to management and provides recommendations for resolution.
- 25% Provides oversight and workload dissemination to support staff for the completion of administrative drills. Reviews branch administrative priorities with management and oversees implementation of associated policies and procedures. Relays information to appropriate parties and ensures timelines are met. Prepares, analyzes, and presents responses ensuring appropriate content, clarity, and accuracy. Assists with formatting and review of documents. Creates, organizes, and maintains administrative files. Serves as a liaison between OHB and other CDPH organizations, control agencies, contractors, vendors, and outside entities.

- 15% Supports OHB's Occupational Lead Poisoning Prevention Program (OLPPP)'s administrative system, policies, and functions related to the Occupational Lead Poisoning Prevention special fees paid by employers in lead industries that provide all funding support for OLPPP.

Marginal Functions (including percentage of time)

- 5% Performs other 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: WS

Date: October 2025