

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-4802-909
Classification: Staff Services Manager III	Tenure/Time Base: Permanent / Full-Time
Working Title: Maternal / Infant Health Branch Chief	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Maternal/Infant Health Branch

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 promoting health and wellness, including improving state health outcomes, reducing risk, mobilizing partnerships to strengthen collective impact, and by tailoring practices to meet the needs of the communities that we serve.

The incumbent works under the general direction of the Division Chief and Assistant Division Chief of the Maternal, Child and Adolescent Health (MCAH) Division. The Staff Services Manager (SSM) III will be responsible for leading the policy and program planning and implementation, managerial, technical, contractual, budgetary, and administrative duties of the Maternal and Infant Health Branch (MIHB). MCAH programs within the Branch include the: California Home Visiting Program; Black

Infant Health; Perinatal Equity Initiative; Indian Health; Breastfeeding Program (BFP); California Diabetes and Pregnancy Program (CDAPP); Comprehensive Perinatal Services Program (CPSP); Fetal and Infant Mortality Review Program (FIMR); Infant Health; Local Health Jurisdictions MCAH Program; Maternal Health; Sudden Infant Death Syndrome Program (SIDS); Maternal Levels of Care; Nutrition and Physical Activity (NUPA) Initiative; Preconception Health; Regional Perinatal Programs of California (RPPC).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% travel required and may include overnight stay(s).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Provides leadership, vision, and managerial oversight to the MIHB to ensure the implementation of evidence based maternal and infant programmatic activities, data collection, technical support, and administrative functions improve the health of the populations we serve. Leverages activities by other state, local, and federal public health agencies to assist in accomplishing the goals of the Department.
- 30% Manages, supervises, and provides overall leadership to the MIHB, including the direct supervision of three Health Program Manager II positions and the indirect supervision of the remaining Maternal and Infant Health staff. Proactively builds and strengthens the Maternal and Infant Health team through thoughtful team building, regular Branch meetings, and timely 1:1 meetings with direct reports.
- 20% Provides consultation, oversight, and leadership to the Division in the fiscal management of the MIHB; develops budgetary plans taking into consideration forecast expenditures and project grant awards and authorizes expenditure of funds. Reviews and oversees timely submission of legislative analysis, reports, Request for Proposals, abstracts, manuscripts, posters, presentations, audit reports, and controlled correspondence due to the Center for Family Health. Seeks and applies for grant funding opportunities based on the needs of the Branch.
- 10% Plans, develops, and implements the analyses of proposed legislation and regulations relating to program issues and advises on policy implications both within and outside the Department; takes responsibility for special projects crossing program lines as assigned by the Division Chief and Assistant Division Chief, and develops program policy regarding those assignments.
- 5% Participates with and/or convenes local agencies, advocates, and other stakeholders in the MCAH Division to achieve consensus on program goals, policy issues, and program operational issues. Prepares and gives presentations at conferences and meetings as needed.

Marginal Functions (including percentage of time)

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: Brittany Hanson

Date: 9/11/25