

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-011-4800-007
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent/Full Time
Working Title: Program and Grants Implementation Specialist	Work Location: 1615 Capitol Ave, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity Branch Grants Management and Development 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

Under the general direction of the Staff Services Manager II, Operations and Grant Management Section in the Operations Branch of the Office of Policy and Planning (OPP), the Staff Services Manager I (Specialist) serves as the Public Health Program and Grants Implementation Specialist (Specialist) for the California Department of Public Health (CDPH). The Specialist is independently responsible for leading Department-wide activities related to the implementation of innovative grant administrative and programmatic operational activities related to public health financing and the production, coordination and implementation of grant proposals and projects. This position serves as the lead technical subject matter expert for developing high-level implementation strategies for grants, projects and fiscal systems to support public health capacity, flexibility and integration. The Specialist will make recommendations to leadership on highly complex, critical, and sensitive administrative, governmental, and programmatic operations with multi-departmental or statewide impact, requiring a high level of skills, knowledge and responsibility for work as it relates to the department's primary mission.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% **Public Health Grant Development and Implementation** - Represents the Department as the lead technical subject matter expert on various projects and in meetings related to complex issues, including the development and leadership of pilot efforts to assess feasibility and effectiveness of innovative public health financing and partnership tools and to production of grant proposals and project concepts. Serve as the lead in developing innovative grant proposals and projects that cross-coordinate among various CDPH health programs to expand departmental capacity to respond to emerging health issues. Coordinates the implementation of grant proposals/project concepts with program staff including development of grant guidelines, timelines, and processes. Develop internal processes and procedures for the administration of grants/projects. Prepare and execute grant agreements. Work closely with program staff to ensure grants/projects are proceeding in accordance with grant/project scope and timeline, determine remedies to deviations from approved grant/project scope, terms, and conditions. Develop and present training material in workshops to the public in conjunction with program staff. Conducts analytical studies to inform and develop recommendations for a comprehensive strategy to expand departmental capacity to respond to emerging issues; including grant seeking, budget change concept development, philanthropic partnership, interagency agreements, and interdepartmental collaboration.
- 25% **Public Health Fiscal Management and Analysis** - Serves as the lead technical subject matter expert for projects and grants related to the development of operational strategies and systems to support public health capacity, flexibility and integration. Act as a leader for the department working across Centers/Programs/Offices (CDOs) to explore fiscal coordination opportunities to integrate and align categorical funding streams for broader impact and reach of services, such as braided and blended funding. Leads crosscutting teams and represents the Department with state, federal, private and public funders to align grant requirements across public health programs with related populations. Manages grant budgets, develops detailed work plans, establishes and maintains work priorities, monitors and reports on grant and project activities. Consults with numerous internal and external partners and stakeholders to conduct fiscal analysis of program and project activities to ensure they are mutually reinforcing and aligned with department and administration priorities. Tracks and analyzes revenue and expenditure data from the California Department of Public Health's FISCAL Online Reporting Environment (FORE) system to identify current or potential discrepancies for the grant initiative. Provides guidance to CDPH leadership, Centers/Programs, and program staff regarding innovative public health financing, budget management and operational strategies to support effective population health interventions.

25% Collective Action - Leads and facilitates crosscutting operational innovation projects that further departmental and statewide collective action and organizational transformation. Works with other CDPH CDOs to facilitate joint plan, communicate and collaborate to effectively align administrative requirements and programmatic objectives. Provides consultation and facilitation for the launch and enhancement of web applications, tools, and platforms for key Section initiatives. Provides subject matter expertise to inform the development and implementation of initiatives to evaluate and pilot internal engagement and resource sharing strategies; including cost allocation, project tasking (e.g. Open Opportunities) and communities of practice. Provides input and consultation to the econometric and data analysis team regarding the development of impact evaluation methodologies integrating resources, burden, outcome, and disparities. Identifies opportunities for policy and systems development based on successful pilot efforts.

10% Operations and Systems Development - Responsible for ongoing formulation of policies, procedures, systems and tools for fiscal and performance tracking, and sustainability planning for CDPH grants managed by OPP. Oversees scope development, monitoring and reporting for data sharing agreements, contracts, grants, internships and staff extender roles. Maintains a working knowledge of state and federal laws, rules and regulations affecting development, implementation and monitoring of public health grants. Remains current on best practices in public health performance management and continuous quality improvement.

Marginal Functions (including percentage of time)

5% Conducts analysis of documents for consistent departmental/program policy applications, completeness, and thoroughness in terms of subject matter and audience, format, content, and State of California – Health and Human Services Agency California Department of Public Health CDPH 2388 (9/17) Page 3 of 3 grammar. These documents include proposed policy changes, reports, Budget Change Proposals, Director's Action Requests, Secretary Action Requests, Governor's Action Requests, grants, bill analyses, and constituent/external shareholder correspondence for the Director's or Chief Deputy Director's review and signature.

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:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: LaJuana Thompson

Date: 11/10/25