

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-230-4801-010</b>
Classification: Staff Services Manager II	Tenure/Time Base: Permanent/Full-Time
Working Title: Fiscal Response, Operations, & Grants Section Chief	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Hybrid
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Business Operations Branch / Fiscal Response, Operations, & Grants 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 administrative operations for the Center for Preparedness and Response including budgets and grants management, procurements, and personnel actions.

The incumbent works under the general direction of the Business Operations Branch Chief, Center for Preparedness and Response (CPR). The incumbent provides oversight for the Fiscal Response, Operations, and Grants Section, including the Fiscal and Grants Management Unit, the Administrative Unit, and the Resource Management Unit. The role includes supervising staff across various administrative functions such as emergency preparedness support, fiscal operations, personnel

actions, and procurements. The incumbent is responsible for budget operations, grants management, procurement processes, and administrative operations, ensuring compliance with state and departmental policies. Additionally the position requires coordination with executive management, participation in strategic planning, and occasional travel for meetings and training.

Up to 5% travel is required to attend meetings, participate in workgroups, or attend trainings or conferences on behalf of CPR relating to public health emergency and response administrative operations. In order to address urgent operations needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and lift up to 25 lbs

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**Special Requirements**

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

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**Essential Functions (including percentage of time)**

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25% Acts as Chief of the Fiscal Response, Operations, and Grants Section. Provides supervision to the Fiscal and Grants Management Unit, Administrative Unit, and Resource Management Unit including oversight of multi-disciplinary staff specializing in emergency preparedness administrative support, fiscal/budget operations, personnel actions, and procurements. Provides leadership, guidance, and direction to staff by evaluating work performed, coaching, mentoring, and identifying training opportunities for improved performance and job satisfaction. Reviews and oversees personnel issues and activities within the Section including hiring, performance evaluations, and employee corrective actions as necessary. Ensures effectiveness of staff communication, continuous learning, quality improvement, and development strategies. Allocates Section workload and assigns tasks to subordinate staff. Works with CPR executive management to coordinate activities to ensure consistency with CDPH and CPR mission, vision, and values. Analyzes ongoing and new program issues and keeps the Business Operations Branch Chief informed of current activities and provides recommendations and proposed solutions to issues. Prepares, reviews, and edits Section reports, issues memoranda, position papers, and controlled correspondence. Participates in center-wide meetings and strategic planning efforts.

25% Provides oversight for budget operations and grants management functions including coordination of application materials, budget development and allocation, expenditure tracking, data collection, report development, and submission of required documentation. Manages the Public Health Emergency Preparedness and Hospital Preparedness Program federal cooperative agreements and any supplemental or other federal grant requirements as assigned. Manages the CPR budget and administrative operations for state fund sources including the Future of Public Health initiative, Pandemic Influenza Surge Capacity, and others as assigned. Develops, implements, and provides oversight for the use of budget management platforms, invoice, expenditure, and budget tracking systems, and SharePoint or other web

applications including coordination of use, updates, and ongoing maintenance. Provides oversight for the use of federal grants management application and reporting platforms. Reviews and evaluates the analysis of grant fiscal and program information and data; provides oversight for grant and contract development and processing; monitors budgets and assures appropriate processing of invoices and expenditure tracking; reviews requests for the use of carry-over funds; meets with federal Project Officers and State grant management staff to discuss grants management, expenditure, and technical issues; recommends and develops methods and procedures for collection and use of required project information; keep current on developments in emergency preparedness and changes in Federal or State requirements. Provides oversight on the auditing process and appropriate use, documentation, and tracking of funds. Supports Budget Change Proposals, Legislative Concepts, and other budget related operations.

20% Provides oversight for CPR procurements including interagency agreements, cooperative agreements, request for offers, invitations for bid, emergency contracts, service orders, purchase orders, and other methods of procurements. Provides oversight for the development of contract language and documentation. Ensures compliance with State and Department policy and procedures on contracting activities and facility matters. Supports the Resource Management Unit Chief with oversight of procurement operations, vendor communication, expenditure tracking, invoicing, and budgets. Ensures appropriate contract management operations including providing training and guidance to contract managers. Provides oversight for the development, maintenance, and management of procurement tracking, timelines, and databases. Provide summary information and recommendations to leadership on resolution of disputes or issues.

20% Provides oversight for administrative operations including personnel management for CPR. Supports, reviews, and approves requests for personnel actions. Supports the Administrative Unit Chief with development of organizational charts, prioritizing recruitment actions, supporting payroll and benefits inquiries, operating administrative systems, development of Budget Change Proposals, ensuring training tracking and completion, and ensuring compliance with all State and Department policies and procedures. Supports development of exceptional allocation packages, reorganizations, limited term requests, and position justifications. Supports hiring managers with training opportunities, writing duty statements, developing screening criteria, developing interview questions, and other recruitment or retention activities. Ensure timely completion of processes and adherence to good faith hiring practices. Supports space planning, facility operations drills, cubicle assignments, hoteling, and other facilities management operations.

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**Marginal Functions (including percentage of time)**

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5% Travel required to attend meetings and participate in workgroups on behalf of CPR. Attends Federal and State training programs, conferences, and regional meetings as required.

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of the four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT) and the Executive Duty Officer Program.

☐ 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: AC

Date: 12/2025