

DUTY STATEMENT - PROPOSED

Employee Name:	Position Number: 580-421-7716-001
Classification: Public Health Medical Officer III (Epidemiology) (Supervisory)	Tenure/Time Base: Permanent/Full-Time
Working Title: Section Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S16	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Infectious Diseases Branch/Disease Investigations 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 conducting surveillance, investigation, control, and prevention of general communicable diseases of public health importance not covered under other Branches within the Division of Communicable Disease Control.

The Public Health Medical Officer III (PHMO III) Supervisory (Sup), Chief of the Disease Investigations Section works with a team of public health and medical professionals in planning, implementing, and evaluating medical and public health programs to reduce the burden of over 50

infectious diseases in California. The PHMO III Sup will initiate, organize, and direct programs that are clinical, epidemiological, or operational in nature and translate outcomes to program and public health policy improvement. The PHMO III Sup will provide medical and programmatic consultation across the Infectious Diseases Branch and will consult with national, state, and local programs.

This position is required to travel up to 20%.

The incumbent works under the administrative direction of the Public Health Medical Administrator I, Branch Chief, Infectious Diseases Branch..

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Active California MD License, preferably in a primary care specialty, occupational medicine, preventive medicine, or infectious diseases (specific specialty types are preferred but not required).
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Plans, organizes, and supervises a staff of multidisciplined professionals in a statewide program for the investigations, epidemiologic studies, prevention and control of infectious diseases including foodborne and waterborne diseases, respiratory and zoonotic infections, bioterrorist threat diseases, and emerging and reemerging infectious diseases. Supervises and directs staff in coordinating public health responses to outbreaks and emergencies by communicating notifications of diseases and outbreaks to local, state, and federal partners, and in documenting investigations with written summaries and reports. Provides assistance to local health agencies on the investigations, prevention and control of infectious diseases. Travel to meetings and conferences as required.
- 20% Recruits and hires staff, prepares performance plans and evaluations, develop training plans to assist in improved performance and recommends appropriate action as needed Develops program proposals and budgets, directs and coordinates staff in the development of responses to requests for new funding to address infectious diseases. Provides progress reports to cooperative agreements that fund section staff; assists in the development and submission of funding renewal applications.
- 15% Supervises staffs in special field and laboratory investigations and special surveillance of infectious diseases and outbreaks; directs staff in special studies of the incidence, prevalence, and epidemiology of infectious diseases; collaborates with local, state, and federal partners and academic institutions on studies of infectious diseases.
- 15% Develops regulations, policies, and guidelines for prevention and control of infectious diseases; prepares bill analyses and departmental positions on state and federal legislation;

represents the department in legislative hearings and in meetings with local, state, or federal partners on matters related to the control of infectious diseases.

- 10% Acts as consultant on general infectious disease matters to local health officials, other health agencies, other state agencies, and agencies of federal government. Represents the Branch in infectious disease surveillance and epidemiology functions in exercises or emergency responses within CDPH or with outside agencies. Travel as necessary to meetings with various agencies.

Marginal Functions (including percentage of time)

- 5% Addresses various groups such as CCLHO, CSTE, local health jurisdictions and others; prepares paper for publication; represents the department before the media; and performs other PHMO III duties as needed.
- 5% Serves as the Division of Communicable Disease Control (DCDC) Duty Officer (DO) for a one-week shift (Wednesday 8 AM to Wednesday 8 AM) every 3-4 months. Responsibilities of DO: Carry the DO pager 24/7; respond to calls within 15 minutes; respond to questions on communicable disease issues and authorize release of botulinum anti-toxin on suspect botulism cases; record and summarize information from each call and submit to the DO program manager; and attend weekly laboratory/epidemiology meetings to report on DO calls and to maintain familiarity with current DCDC issues.

☐ 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: EL

Date: 11/21/25