

**DUTY STATEMENT**

Employee Name:	Position Number: 580-520-4802-901
Classification: Staff Services Manager III / Manager II	Tenure/Time Base: Limited-Term / Full-Time
Working Title: Assistant Division Director	Work Location: 1615 Capitol Ave, 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:

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 advancing the health and well-being of California's diverse people and communities. As an Assistant Division Director, the incumbent serves as part of a team that monitors, improves and implements local and statewide programs and policies which protect and serve women, children and families of California.

The incumbent works under the general direction of the Maternal, Child and Adolescent Health (MCAH) Division Director. The Staff Services Manager (SSM) III serves as the Assistant Division Director responsible for management oversight of the daily operations of the Division. As the Assistant Division Director, the SSM III plans, organizes, directs, and evaluates the ongoing operations of the

Division. Provides management oversight, guidance, and assistance to support the success of the Division Director, management team, Division, and Center for Family Health (CFH). The SSM III has managerial responsibility for developing and implementing program policy, priorities, and long-term strategies, and directly supervises staff in the Administrative Support Branch. Serves as Acting Division Director in their absence and occasionally travels in-state and out-of-state to attend conferences and training sessions.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 30% Directly manage, supervise, and provides overall leadership to the Administrative Support Branch of the MCAH Division. Actively participates as a leader of the MCAH senior leadership team, MCAH management team, and CFH leadership team. Supports the Division Director and leadership teams in problem solving and strategic development. Reviews the work plans of Branch Chiefs and coordinate the workload of the Division to effectively address special problems requiring a team approach. Reviews MCAH services and activities to ensure consistency with the goals of the Department, regulations and policies. Oversees Division activities and provide consultation and interpretation of program policy to other divisions, programs, and various committees and workgroups. Attends legislative hearings and briefings and may be called upon to provide written and/or oral summaries or details. Prepares and gives presentations at conferences and meetings.
- 30% Develops, recommends, and implements policies and procedures, and handles the most sensitive and complex administrative and financial issues of the Division. Oversees accurate and timely completion of the numerous requests for information required by Department management, the Legislature, and control agencies relating to administrative activities, financial drills, exercises and other special requests. Makes presentations to executive management staff relating to the program's daily operations, fiscal plans and activities, negotiations with multiple inter-agency agreements, contracts, and the delivery of program services. Formulates procedures, policies, and program alternatives, and make sound recommendations. Plans, coordinates and evaluates internal operations, including contract development and monitoring, business operations, budget and fiscal forecasting, and staff development. Assists the Division Director in the fiscal management of the MCAH programs; develops budgetary plans taking into consideration forecast expenditures and project grant awards and Title XIX match; and authorizes expenditure of MCAH funds. Assists in the edit and review of reports, sensitive and confidential personnel proposals, position papers, budget change proposals, press releases, controlled correspondence, presentations and articles for publication. Develops and maintains relationships with leadership within the CFH and with other offices in CDPH, including Information Technology Services Division, Administration Division, Office of Legal Services,

Office of Compliance, Office of Legislative and Governmental Affairs, and Office of Communications. Represents CDPH/MCAH Division in meetings with representatives from other CDPH offices, Agency, and various control agencies.

- 20% Recruits, interviews, and hires staff. Facilitates internal communication strategies to ensure a productive and supportive working environment. Coordinates development and implementation of workforce development strategies and plans, which include individual skills and knowledge development as well as staff engagement and team building and completion of employee employment reviews and individual development plans. Provides leadership and guidance to managers on staff supervision, development, and discipline, as well as labor relations. Develops and maintains effective relationships with Human Resources Division and Labor Relations.
- 15% In coordination with and occasionally on behalf of the Division Director, participates with local MCAH agencies, advocates, and partners within the MCAH programs to achieve consensus on program goals, policy issues, and program operational issues. Negotiates sensitive and complex issues with public constituents. Prepares and gives presentations at conferences and meetings about MCAH programs and activities.

#### **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: Skip Thomas

Date: 12/16/2025