

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-501-4800-001
Classification: Staff Services Manager I (Specialist)_	Tenure/Time Base: Permanent / Full-time
Working Title: Policy and Personnel Lead	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health	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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

The incumbent works under the direction of the Deputy Director (DD) and Assistant Deputy Director (ADD) of the Center for Family Health (CFH), the Staff Services Manager (SSM) I (Specialist) plays a crucial role in supporting the Deputy Director (DD) and Assistant Deputy Director (ADD) by leading public health initiatives and programs related to family health.

This position requires excellent communication and organizational skills, as well as the ability to collaborate with other public health professionals and constituent groups. The incumbent is responsible for planning and implementing public health policies, providing sensitive support in personnel and legislative matters, and ensuring adherence to departmental policies and procedures.

Special Requirements

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

Essential Functions (including percentage of time)

- | | |
|-----|---|
| 35% | Serves as the Legislative Liaison for CFH. Reviews State and Federal legislation for potential impact on programs within the Center. Leads strategic position meetings with program, Division, and Center staff to identify positioning on bills that would maximize the program's mission. Reviews analyses and ensures they are consistent with administrative policy, fiscally accurate, and adequately address impacts on programs and public health implications. Provides guidance to program staff on policy implications and considerations. Serves as the Center liaison between programs and managers in Department's Office of Legislative and Governmental Affairs to ensure detailed analyses are prepared and submitted according to legislative deadlines. Also serves as the lead in training CFH staff on the most appropriate strategy for writing analyses. Prepares briefing documents for Center management on policy implications and fiscal impact of pending legislation. Oversees the preparation of reports for program managers detailing status and timelines for legislative analyses. Meets with program staff, constituency groups, legislative staff, and departmental executive management staff as necessary to ensure analyses are fact-based and adequately address pertinent issues. |
| 20% | Works in the development of administrative activities such as project planning and drafting, reviewing, and/or editing budget change concepts, budget change proposals, legislative concepts, legislative proposals, regulations, and finance letters to ensure all areas of the proposal(s) are accurate. Ensures workload justifications are complete, well-written, and incorporate all critical information necessary to meet the Department's requirements prior to submission for approval. |
| 20% | Directs and oversees the most complex and sensitive personnel issues. Including classification and pay items, labor issues, and disciplinary actions. Prepares, reviews and makes recommendations to the DD/ADD on disciplinary actions involving managers in CFH. Works independently to investigate and prepare responses to second-level grievances for the DD/ADD's review and signature. Provides technical assistance and functional information and coordinates communication and feedback between CFH program staff and executive staff for the purpose of resolving sensitive personnel related issues. Provides consultation to CFH divisions and executive management on such issues and makes recommendations on issues requiring DD/ADD level review and approval. Works with Center Division Chiefs to ensure staff training requirements are met and annual performance appraisals are completed by the appropriate supervisors. Serves as the DD/ADD's representative on departmental collective bargaining management teams. Occasionally serves as backup personnel liaison if necessary. |
| 10% | Serves as a subject matter expert (SME) in providing technical assistance and guidance to CFH staff on bill analysis preparation and the legislative process. Develops training materials and provides training to branch management teams and program staff to implement consistent and proper application of policies and procedures regarding the legislative process and bill analysis. |

- 10% Acts as CFH liaison/representative to special committees and projects created by the Director or Deputy Director and provides information on program operations. Represents the DD/ADD at meetings with Department administrators, community organizations, and program managers and makes oral and written presentations on sensitive and complex policy issues. Leads task forces and chairs time-limited work groups of multiple centers and divisions to respond to cross-cutting policy issues and program efficiencies.

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: Brittany Hanson

Date: 12/15/2025