

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-4800-011
Classification: Staff Services Manager I - Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Supervisor I	Work Location: 1500 Capitol Avenue, MS 7610 Sacramento ,CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Financial Operations and Analysis Section / Program Operations 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 directly supervising staff responsible for maintaining the Radiologic Health Branch (RHB) budget, contracts, personnel liaison, facilities operations, attendance, and the procurement of equipment and supplies. The Supervisor I is an active member of RHB's leadership team and participates in all meetings related to Branch operations.

The Supervisor I is responsible for overseeing the activities of the Program Operations Unit (POU). Ensures the unit delivers excellent customer service, handles all inquiries, requests, and problems

professionally and timely, and oversees the development and maintenance of RHB's special fund, annual and monthly budget estimates, and state and federal contracts. Additionally, the Supervisor I directs staff in procuring equipment and office supplies, tracks contract expiration dates, and manages personnel actions, recruitment, and hiring of staff. The incumbent proactively monitors workflow, personnel, and work products, and ensures continuous staff training and development.

The incumbent works under the general direction of the Supervisor II, Chief.

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)

- 30% Provides direct supervision of analytical and technical staff in the POU, responsible for the performance of all administrative services for RHB. The services performed by the POU include performing all necessary tasks in the areas of personnel, budget, procurement, accounting, RHB contracting, records retention, facilities management, telecommunications, ITSD support, and administrative activities such as mail and office support services. Supervises and guides staff in interactions with RHB management to respond to unit-specific needs. Supervises and guides staff in interactions with outside vendors, contractors, licensees, and internal partners such as Financial Management Division (FMD), Human Resources Division (HRD), and Program Support Division (PSD). Augments communication, goal setting, team building and productivity by holding weekly meetings with staff. Allocates personnel to meet project and operational objectives by developing and approving work schedules that align with organizational needs. Encourages innovation and the adoption of best practices. Actively monitors workflow, personnel, and work products to adjust personnel and resources as needed and to complete tasks and projects timely and correctly. Mediates conflicts and disagreements as needed and addresses interpersonal issues promptly and professionally. Ensures continuous staff training and development and completion of all required personnel, and other job-related training courses. Completes Performance Appraisals, Probationary Reports and/or Individual Development Plans to ensure that performance expectations are being met. Conveys expectations to employees via written and verbal communication/direction; monitors employee performance by developing and utilizing metrics, desk audits, and observations. Ensures the unit delivers excellent customer service, handles all inquiries, requests, and problems in a professional and timely manner.
- 20% Oversees the development and maintenance of RHB's special fund, as well as develops annual and monthly budget estimates for the Radiation Control Fund and the Mammography Quality Standards Act contract. This includes monitoring fund disbursement and proposing, developing, and recommending budget changes for approval. Reviews and analyzes sensitive budget-related issues, identifies consequences and alternatives, makes recommendations,

and advises the Section Chief. Additionally, oversees development, amendment, and maintenance of RHB's state and federal contracts, including reviewing and approving of contractors' requests for payment; and ensuring that all contracts comply with state contract statutes and regulations.

- 20% Directs staff in procuring equipment and office supplies, including preparing bid packages for branch contracts, such as for equipment repair and calibration. Additionally, oversees the periodic updating of the RHB Records Retention Schedule, responds to inquiries regarding procurement and contracts, and ensures all contracts and procurement are done timely. Tracks contract expiration dates and ensures ongoing contracts are amended, renewed, or drafted prior to expiration.
- 15% Oversees and reviews branch-wide personnel actions performed by the branch's personnel liaison, including Requests for Personnel Action (RPA) and State Controller's Reports, fund condition documents produced by the branch's staff, and monthly Fiscal Employee File Drills. Participates in recruitment and hiring of staff. Refers program staff to appropriate department programs such as the Disability Management Unit, Labor Relations, Human Resources, Workers Compensation, and other support programs.
- 10% Oversees Public Records Act Request responses for RHB, ensuring timely replies and adherence to applicable laws, regulations, and internal CDPH policies and procedures.

Marginal Functions (including percentage of time)

- 5% Conducts special projects and performs other work-related tasks as assigned by the Section Chief and Branch Chief. Provides briefings to Section Chief and RHB managers as needed on department-wide drills, projects, and assignments that require RHB involvement

☐ 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: Nathalia Klyn

Date: 12/17/2025