

DUTY STATEMENT

Employee Name:	Position Number: 580-700-4801-001
Classification: Supervisor II	Tenure/Time Base: Permanent/Full-Time
Working Title: Administrative Section Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch/ Administrative 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 serving as an integral component of the Center for Laboratory Sciences (CLS), Operations Branch by contributing to the daily operational functions that ensure timely, efficient, and compliant delivery of public health laboratory services, ultimately supporting health and safety of California's residents. The Supervisor II (Sup II), acting as the Administrative Section Chief of the Operations Branch, in the Center for Laboratory Sciences (CLS), will provide oversight of contracting activities, fiscal and budget management and tracking, and revenue collection. Oversee the coordination of Branch drills and assignments. Oversee complex analysis, data interpretation, and the development and implementation of revenue and expenditure forecasting methodologies. Evaluates budget, fiscal reports and drills for accuracy and compliance before submitting to CLS or CDPH leadership.

Manages the overall budget and tracks funding received from various funds (General, Federal and Special) in millions annually for clinical laboratory services and testing services under multiple programs within the California Department of Public Health (CDPH) reviewing reports for submission to leadership. Responsible for oversight and tracking of legislative bills, promulgation of regulations, updating and creating policies and procedures. Oversees recruitment and retention of all Center staff through supervision of administrative staff and coordination with the divisions and branches.

The incumbent works under the general direction of the Assistant Deputy Director (ADD) of the Operations Branch, Center for Laboratory Sciences.

Special Requirements

- ☒ 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:

Essential Functions (including percentage of time)

- 30% Directs and supervises the staff performing activities related to fiscal, budgetary, contract and procurement activities for the divisions/branches in the CLS. Reviews and analyzes the overall budget of the Administrative Section, Operations Branch, CLS prior to submission to CLS leadership. Make recommendations to management for efficiency and quality improvements and when approved, implement and supervise those changes. Oversees the preparation of the November and May Budget Estimates, Budget Change Concepts, and Budget Change Proposals, Spring Finance Letters and other accounting and budgetary drills. Makes recommendations to the Branch management regarding fiscal, contracting and procurement matters. Works with all laboratory branches within CLS, Department Accounting and Budgets Section, and the Program Support Branch to resolve issues. Directs staff in expenditure forecasting, management and control of budget allocation. Manages and tracks Center laboratories expenditures to ensure they stay within budgetary allocations and keeps leadership regularly updated. Oversees staff who track expenditures include the monthly accumulation and analytical interpretation of FI\$Cal Online Reporting Environment (FORE) reports generated by the Department's Accounting Section. This includes monthly reconciliation of FORE to actual State operations expenditures to ensure that CLS is operating in accordance with the State fiscal year and Federal fiscal year budget authority. Plans, organizes, manages, directs and reviews overall workload, activities and operations of the unit. Sets priorities, assigns tasks and provides supervisory direction. Monitors completion, accuracy and timely submission of assignments and workload. Reviews and/or signs contracts and purchase orders.
- 20% Supervises and participates in the yearly state and federal financial and budgetary drills from Accounting and Budgets. Oversee and works with the CDPH Administrative Division to ensure contracts and purchase orders are within the assigned budget amount. This includes providing guidance to staff involved in the preparation of scope of work, bid documents, budget estimates and the final preparation of the contract. Take appropriate action as necessary to resolve processing problems. Advises and consults with management concerns regarding contracting issues that may impact the Center. Responsible for office space management and facility maintenance needs, current leased space and providing adequate space to meet future needs. Develops and implements the

Emergency Response and Injury and Illness Prevention programs. Coordinates these activities and works in cooperation with the Facilities Management Section, Telecommunications and Space Management Section in the Administration Division, and the DGS Office of Real Estate and Design Services.

- 20% Oversees the human resources functions of the Center and Operations Branch including, recruitment and retention efforts, employee training and development, performance management, personnel actions, and labor relations matters. Ensures timely hires, onboarding/offboarding and document processing. Manages hiring policies, policy interpretation and maintain legal compliance, both state and federal. Develops and implements effective recruitment and talent management best practices. Tracks all vacancies and hires of the Center and its divisions/branches. Coordinates with Center Personnel Liaisons and their supervisors in all hiring and personnel matters ensuring Center wide compliance to CDPH, state, federal and HRD policies, procedures and regulations.
- 15% Oversees and direct the development and implementation of policy, procedures, guidelines, legislation and promulgation of regulations. Provides guidance and ensures that all the laboratories' administrative needs, policies, and procedures are appropriately presented to other departmental and agency units and programs and makes related recommendations when appropriate. Tracks and analyzes the impact of Federal legislation upon CDPH's laboratories. Coordinates Departmental responses to legislative bill analyses requests and other day-to-day legislative inquiries from the Governor's Office. Facilitate policy briefings with CLS leadership and CDPH directorate, and other groups or agencies
- 10% Prepares budget and fiscal reports, spreadsheets, and presentations for CLS leadership, the Director's Office, and other reporting agencies as necessary. Coordinates HRD drills for the Center and prepares performance reports and employee development plans

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: AC

Date: 1/2026