

DUTY STATEMENT

Employee Name:	Position Number: 580-035-8428-909
Classification: Health Program Manager II	Tenure/Time Base: Permanent/Full time
Working Title: Tribal Affairs Section Manager	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Advancing Community Equity Branch/Tribal Affairs 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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the general direction of the Advancing Community Equity Branch Manager and works closely with the CDPH Tribal Liaison within the Office of Health Equity (OHE). The Tribal Affairs Section Manager will serve in a senior-level capacity and is responsible for coordinating CDPH Tribal affairs efforts, providing guidance to Centers/Divisions/Offices on issues affecting Tribes and American Indian/Alaska Native (AIAN) communities in California, and

fostering positive government-to-government relationships. The Tribal Affairs Section Manager will play a crucial role in developing and delivering Tribal affairs training, Tribal consultation guidelines, and communicating and strategizing with leadership. The Tribal Affairs Section Manager is required to work independently, communicate effectively and with cultural humility, and provide direction and oversight of staff and team projects/initiatives. Daily proficient utilization of the Microsoft Office Suite and regular statewide travel are required.

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:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Provides programmatic, managerial, and strategic leadership and coordination to the Tribal Affairs Section. Develops goals and objectives for the Section in collaboration with the CDPH Tribal Liaison and monitors progress through performance improvement and management tools such as Lean (a business methodology for quality improvement), and Results Based Accountability (RBA) (a performance methodology) for program efficiency and accountability. Provides training and technical assistance CDPH Center/Divisions/Office on Tribal consultation and AIAN engagement best practices, cultural humility, and Tribal protocols.
- 30% Facilitates collaboration with Tribal nations, communities, CDPH Centers/Divisions/Offices, and other groups as needed to ensure greater coordination and communication between and across Tribal affairs efforts. Represents CDPH on Tribal-related matters when the CDPH Tribal Liaison is not available. Serves as an expert advisor to OHE leadership and CDPH on technical and politically sensitive Tribal public health issues. Oversees and coordinates CDPH's Tribal Consultation and Tribal Health Equity Advisory Group.
- 25% Recruits, hires, trains, mentors, and supervises a team of Tribal specialists and equity experts. Hires staff as needed and provides timely and on-the-job training to ensure good performance. Determines training needs of new and existing staff, identifies and promotes the development of staff via training and performance evaluation. Promotes management and supervisory activities informed by principles of diversity, equity, inclusion, and belonging, consistent with applicable labor and human resources rules and policies.
- 10% Independently authors and presents technical and sensitive policy guidance documents, management memos, and materials. Synthesizes summaries of Tribal equity needs, successful practices, and lessons-learned related to local and community implementation of equity-related objectives. Develops and distributes communications materials addressing Tribes and AIAN communities and health equity. Communicates high-level updates to leadership in reports, correspondence, and other written communications, including memos and fiscal tracking and projections. Supports bill analyses, legislative proposals, and Budget Change Proposals.

The headquarter location will be determined based on the location of the most qualified candidate.
Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

5% Performs other job-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: TY

Date: 1/14/26