

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-8427-014
Classification: Health Program Manager I	Tenure/Time Base: Permanent/Full-Time
Working Title: Health Program Manager	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Permanent/Full-Time
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch / CHVP Program Quality & Equity Section / CHVP Program Support & Equity 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 increasing health equity and promoting health and wellness. This position oversees a critical program that provides support to high need pregnant and parenting mothers in California through educating and building positive parenting skills, improving maternal and child health and promoting child development and school readiness.

The incumbent works under the general direction of the Health Program Manager (HPM) II, California

Home Visiting Program (CHVP) Section Chief, the HPM I performs management responsibilities related to planning, implementing, and monitoring of the CHVP Local Support Unit. The HPM I supervises a small multidisciplinary group of technical staff and serves as a technical consultant performing the most difficult or sensitive work. The HPM I establishes and monitors work plans and timelines, provides technical consultation on key activities, reviews deliverables, delegates tasks and consults with the Section Chief on the program's direction and ongoing quality improvement. The HPM I supports the Section Chief with producing federal and state reports, writing grants, overseeing contracts, and developing scopes of work and policies and procedures for the program. The HPM I is responsible for ensuring compliance with Federal and State requirements for the implementation of the program. The HPM I represents the CHVP at Federal, state, and local meetings.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% Travel statewide as needed, up to 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Manages the operations of a well-defined complex statewide program. Supervises and leads a multidisciplinary team of technical/professional staff in planning, implementing and monitoring of the CHVP Local Support Unit, including personnel recruitment, hiring, training, and staff development. Establishes program standards/guidelines; develops and revises program policies, activities, and protocols. Leads the planning, organization, coordination, continuous quality improvement efforts, and evaluation for the program. Directs activities for the team and serves as a technical consultant performing the most difficult and sensitive work. Provides guidance to staff, direction for the program, review of deliverables, and delegation of work responsibilities. Consults with and advises the HPM II on key issues, successes and challenges. Develops and submits federal reports and deliverables and financial status reports related to the CHVP Local Support Unit and provides oversight to ensure CHVP Local Support Unit in planning, implementation, monitoring and evaluation activities are consistent with federal and state expectations and mandates.
- 30% Supports the HPM II in the development of federal grant applications, responses to information and media requests, budget change proposals, and legislative bill analyses, as needed, when pertaining to the program. Oversees and ensures tracking and quality of deliverables from external contractors
- 15% Serves as a technical consultant advising and informing Senior MCAH management and other state and community programs and agencies about key issues related to CHVP. Represents MCAH at Federal, state, and local meetings—travel statewide and to Federal funder conferences and meetings, as needed (no more than 15% of the time, as needed). Conduct presentations and attends stakeholder meetings relevant for the CHVP.

- 10% Provides technical assistance on key program components and requirements to grantees and oversight of the overall performance of all grantees. Supports program development and ensures that program materials are culturally and linguistically appropriate and medically accurate. Coordinates with other Title V programs, as needed. Prepares written correspondence and replies to requests for information.

Marginal Functions (including percentage of time)

- 5% Performs other job related duties as needed.

☐ 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: 1/14/25