

DUTY STATEMENT

Employee Name:	Position Number: 580-510-4801-003
Classification: Supervisor II	Tenure/Time Base: Permanent / Full Time
Working Title: Vendor Monitoring Section Chief	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Vendor Management Branch / Vendor Monitoring 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Vendor Management Branch (VMB), the incumbent serves as part of a team that provides monitoring, training, and support for and in collaboration with grocers and farmers (vendors), stakeholders, and WIC staff statewide that serve Women, Infants, and Children (WIC) Program families.

The incumbent works under the general direction of the Chief, Vendor Management Branch, Staff Services Manager III (SSM III). The Staff Services Manager II (SSM II) serves as the Chief of the Vendor Monitoring Section and is responsible for the authorization and monitoring activities affecting approximately 3,700 retail food vendors and 580 farmers and farmer markets statewide. Plans, organizes, directs, and supervises the work of a multidisciplinary professional, technical, and support staff in the day-to-day operations that comply with program regulations, policies, priorities, and long-term strategies in the vendor and farmer/farmer market operations. Works in partnership with the SSM II of the Vendor Operations Section (VOS) to manage vendor integrity efforts and oversight of food benefits for 1.4 million WIC participants. The manager actively participates as member of the WIC Division management team.

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)

- 40% Oversees the vendor monitoring and authorization operations in accordance with State and Federal regulations, guidance, and directives. Plans, organizes, and directs the workload, and makes recommendations on a broad spectrum of administrative and program-related issues. Provides leadership, guidance and directs activities associated with WIC vendor authorization agreements, applications, shelf price collection, above-50 vendor assessment, pre-authorization visits, and Farmer and Farmer Market programs in accordance with state and federal regulations.
- 20% Collaborates with the WIC management team, branches, and sections to ensure program activities, policies, and procedures align with Vendor Monitoring requirements as mandated by federal and state guidelines. Oversees the implementation of regulations and policies in compliance with state and federal standards. Provides leadership and technical assistance to VMS managers and staff in revising, developing, and maintaining vendor policies and procedures that impact WIC Vendor and farmer authorization and monitoring. Consults with the Office of Legal Services (OLS) as needed. Provides written responses, memos, letters, and reports to vendor related inquiries from internal and external stakeholders including the United States Department of Agriculture (USDA).
- 20% Recruits, interviews, and hires staff; ensures staff complete mandatory trainings; reviews/approves timesheets, absence requests, and completes documentation related to attendance, preventative, corrective, or adverse action when appropriate. Fosters an engaged

and supported team by using a strength-based approach to determine training needs for new and existing staff; identifies and promotes continuing staff development and specialized training; evaluates performance of staff in a timely manner; coaches and mentors staff in the development of work plans; and monitors work progress.

Actively participates in the WIC Management Team and other manager meetings to ensure accountability for performance and outcomes for the WIC program, and keeps management apprised of program status and achievements. Collaborates and communicates with management across the division to discuss, plan, and implement strategies impacting WIC services.

- 15% Represents the WIC Division and the Department at meetings with other state, local, and federal government officials, as well as vendors and vendor associations regarding WIC's food delivery system. Provides communications to WIC partners and stakeholders, both orally and in writing. Prepares and edits reports, issues memorandums, position papers, and articles suitable for publication.

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: KS

Date: January 20, 2026