

**DUTY STATEMENT**

Employee Name: VACANT	Position Number: 580-820-4800-909
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-time
Working Title: Unit Chief	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Business Operations Branch/Business Services Section/ Fleet and Asset Management 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 planning, directing, and supervising the work of the Fleet & Asset Management Unit. The Supervisor I (S I) has supervisory and leadership responsibilities related to CHCQ assets and business services statewide. The S I actively participates in high- level projects, business drills, and audits to ensure that CHCQ is in compliance with state and department requirements. The S I supervises professional staff by overseeing logs, databases, and reports while ensuring staff are trained and adhere to policies and procedures.

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

### Special Requirements

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

### Essential Functions (including percentage of time)

- 30% Supervises, directs, and ensures centralization of all electronic/physical asset efforts related to the Center. Manages assignment distribution and tracking of all electronic devices/accessories (phones, computer, tablet, hotspot, accessories, etc.) for CHCQ. Attends recurring meetings with staff and the personal computer coordinators to discuss new procedures and trouble shooting. Serves as primary contact to review/approve all requests for new and replacement cell phones, assuring compliance with established criteria for acquisition of a cell phone. Ensures staff are fully trained and capable of communicating policies and procedures regarding the acquisition, replacement, and cancellation of cellular service. Ensures staff maintains the database of all devices and associated service providers. Responds to annual and ad hoc drills or audits including but not limited to assets, mobile devices, and mobile device usage.
- 30% Supervises and directs all vehicle asset/fleet efforts related to the Center. Oversees the CHCQ leased vehicles. Partners with PSB regarding fleet acquisitions/replacements, fleet surplus, and vehicle reports required by the Department of General Services (DGS). Manages the CHCQ Vehicle Home Storage Permit (VHSP) requests sent to PSB/DGS for approval. Monitors all vehicle logs for physical location, mileage, fees & inventory within CHCQ. Oversees the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program process for CHCQ drivers. Informs CHCQ Managers and Staff on any fleet-related DGS policy changes. Responds to annual and ad hoc drills or audits including but not limited to fleet, VHSP, and Fleet Card.
- 20% Supervises and directs admin services efforts related to the Center. Works with staff to create policies and procedures and on an ongoing basis review of the State Administration Manual (SAM) and Public Health Administration Manual (PHAM) for requirement changes for regional offices and Central Office. Oversees the surplus services process and review surplus reports on a regular basis to monitor equipment, assets, and vehicle inventory. Monitors the CHCQ Records Retention process to ensure that it is kept up with the Department of General Services requirements. Ensures the maintenance and organization of all tracking systems, as well as ordering and billing records. Oversees the preparation and review of all materials to be discussed with management on CHCQ business services operational matters

- 10% Directs collaboration with CHCQ Facilities team efforts related to CHCQ facilities/business locations throughout the state. Supports Center-level space planning efforts and partners on CDPH space planning objectives where asset and fleet partnerships is required. Partners to verify accuracy of space allocation charts/maps and asset locations. Partners in resolving all telecommunication concerns/opportunities for CHCQ locations. Supports response to annual and ad hoc drills or audits, as related to specific facilities/asset collaborative efforts.
- 5% Recruits, trains, and evaluates staff performance. Prepares timely probationary reports, individual development plans, and corrective action materials as appropriate. Meets with staff regularly to discuss assignments, performance, and development. Effectively manages unit Request for Personnel Action (RPA)s, timesheets, duty statements, etc. on an ongoing basis. Directs staff on available resources such as Employee Assistance Program, Family Medical Leave Act, and Worker's Compensation.

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**Marginal Functions (including percentage of time)**


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- 5% Serves as backup to the S II as needed. Other duties as required to carry out CHCQ needs.

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
<b>HRD Use Only: DS</b>	Date 2/5/2026		