

**DUTY STATEMENT**

Employee Name:	Position Number: 581-230-4802-909
Classification: Manager II	Tenure/Time Base: Permanent/Full-Time
Working Title: Emergency Funding Coordination Branch Chief	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)	Branch/Section/Unit: Division of Operations/Emergency Funding Coordination Branch

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 the emergency response, finance communication and coordination hub to enhance preparedness and response for emerging public health threats, provide leadership and vision through planning and guidance, and support the effective management and oversight of emergency preparedness funds.

The Manager II works under the general direction of the Assistant Deputy Director, Division of Operations, Center for Preparedness and Response. The Manager II is responsible for strategic overview of emergency fund sources, making recommendations on the use of funds, and coordinating

with internal and external stakeholders for the review and analysis of the multiple State and local fund sources.

The incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs. Up to 5% travel is required.

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**Special Requirements**

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- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

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

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- 30% Independently manages and provides high-level oversight of multiple fund sources for emergency response related grants, totaling more than \$2 billion. Receives, reviews, and works with executive management to evaluate expenditures. Reviews and provides recommendations to programs and/or centers regarding grant and/or award budget requests, revisions, and allocations. Identifies methods for ensuring programs and/or centers remain within authorized amounts identified by funding sources including the development and implementation of administrative policies and procedures, reports, and other documentation. Identifies methods for ensuring programs and centers remain within budgetary allocations. Responds to budgetary issues within the program. Advises management of concerns related to emergency preparedness fund allocations. Prepares financial reports, recommendations, and fiscal estimates for executive level management review and/or signature, free of grammatical, punctuation, and spelling errors.
- 20% Develops cross-checking systems to ensure financial reports are accurate and completed in a timely manner. Develops and manages a comprehensive tracking system for the Programs, Centers Management and Director's Office (DO) to track federal expenditures. Prepares fiscal displays for management, identifying budgetary status, concerns, and provides executive management with an analysis and recommendations. Identifies methods for ensuring federal grants and State General Fund and/or Special Funds are within budgetary allocations. Ensures accurate accounting codes, general accounting principles, and timelines are met.
- 15% Leads the preparation of grant budget revisions and/or adjustments for current Federal grant awards. Collaborates with the fiscal staff within CDPH Centers/Programs and emergency response Taskforces including Deputies, Assistant Deputies, all level Management, and other Task Force staff, to ensure State and Federal grant expenditures are appropriate and within grant allocations. Oversees the fiscal work related to public health emergencies.
- 15% Coordinates with Director-level management in Personnel, Budget, and Accounting offices to establish and maintain accurate expenditure tracking codes for use by the Centers/Programs and emergency response taskforces in charging expenditures to the related grants. Applies and

recommends changes to regulations, policies, procedures, and legislation. Recommends alternatives and courses of action to Programs and Center Management and DO management both orally and in writing.

- 10% Serves as the liaison for audit requests and inquiries from both State and Federal auditors. Addresses fiscal issues raised by the Agency, the Director, and/or Department of Finance related to the detailed use of these funds. Coordinates with Centers and Programs in the response and preparation of auditor requests from both State and local audits for documents and financial reports in a timely and accurate manner. Routinely meets with upper management regarding auditor requests and provides status reports. Works closely with the CDPH Grant Compliance Unit, Accounting, and all levels of management to respond to audit requests and findings.
- 5% Travels to attend meetings and participate in workgroups on behalf of the CPR related to public health emergency and response issues. Attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills. Represents the Assistant Deputy Director and Deputy Director at high-level meetings as needed.

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

- 5% CDPH Emergency Operation Centers (EOC), task forces or other need specific to the emergency or disaster. The incumbent is required to participate on an CPR Incident Response Team (IRT) and may be required to report to the State Operations Center, Medical Health Coordination Center or other off-site locations depending on the needs of the response or as determined by CPR leadership.

☐ 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: DN

Date:02/2026