

DUTY STATEMENT

Employee Name:	Position Number: 580-011-8428-909
Classification: Health Program Manager II	Tenure/Time Base: Permanent/Full Time
Working Title: Section Chief	Work Location: 1616 Capitol Ave, Sacramento CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch, Policy 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

The Health Program Manager (HPM) II (Supervisory), Policy Section Chief (Section Chief), provides policy expertise and leads the Policy Section team to perform complex projects that advance strategic public health policy and address urgent and priority public health needs. The Section Chief will lead the development of a public health policy agenda and collective action initiatives. These efforts are integral to the State Health Assessment and Improvement Plan (SHA/SHIP) process, which identifies the landscape of public health and the status of California at a population and systems level and identifies shared priorities and strategies for statewide population health improvement, with an emphasis on issues with intersections in health disparities, social determinants, equity, and cross-cutting intradepartmental work.

Through leading the work of the Policy Section, the Section Chief supports the CDPH mission and specifically the Strategic Pillar to become an impactful organization by informing the SHA/SHIP, identifying and addressing key public health challenges centered on equity and health equity and building public trust by authentic community engagement focusing on goals that matter to Californians.

Under the general direction of the OPP Assistant Deputy Director, Policy and Program Branch Chief, the Section Chief will lead the Policy Section team to ensure that policy projects and program activities are effectively implemented and evaluated for impact and improvement opportunities.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% **Management and supervision:** Provide management, supervision and leadership to advance strategic public health policy and urgent and priority issues efforts. Provide subject matter expertise and operational direction for Policy Section initiatives. Lead program and initiative management; identify team goals, priority actions for achieving goals, and best-fit task assignments. Provide policy, technical, and program management guidance to a multidisciplinary, cross-functional team to accomplish program goals. Perform routine supervisory and administrative responsibilities such as hiring, time reporting, probation reports, performance management, and staff development. Oversee and direct staff, contractors, and cross-programmatic, interdepartmental, and statewide project teams to implement policy and urgent and priority issue initiatives. Oversee use of funding from multiple resource streams to support staff, programmatic, and contract activities. Lead staff to work with operations and administration teams to analyze plans, progress reports, and expenditures to ensure resources are used to achieve intended outcomes and within applicable laws, grant requirements, regulations and policies. Ensure consistency with existing Departmental policies and objectives and in furtherance of the CDPH and OPP mission. Manage the coordination of Departmental responses consistent with the CDPH mission, goals, and objectives in reaction to proposed state legislation, policies, reports, correspondence, special studies, and research in these programmatic areas. Oversee staff in analyzing the findings for Departmental implications. Advise CDPH leadership on the status of priority public health policy and emerging issue initiatives. Engage as part of the leadership team in strategic and operational planning for all areas of OPP.
- 25% **Program leadership and implementation:** Manage, coordinate, monitor, and evaluate the programmatic work of the Policy Section, including leading development of a public health policy agenda, informed by priorities emerging from the State Health Assessment and Improvement Plan process. Lead and direct high-profile statewide strategic collaborations to inform and act on priority issues across CDPH programs, California Health and Human Services Agency, and together with interdepartmental, local health jurisdictions and community partners. Facilitate consensus around sensitive and complex issues with a wide range of stakeholders. Work closely with other CDPH Centers/Divisions/Offices to identify priorities, policy direction, and opportunities for alignment. Act as an internal and external liaison on key policy agenda issues with local, regional, state, and federal agencies, departments, and stakeholders. Oversee development of action plans, reports, policy briefs, and data briefs, including contributions to the State of Public Health Legislative Update, State Health Assessment and Improvement Plan Reports, and State Health Equity Plan. Leverage performance management models to align state and local program objectives with key

population health results to drive impact. Lead and direct team activities to contribute to comprehensive assessment, integrated planning and collective impact activities to inform and advance the State Health Assessment and Improvement Plan.

- 20% **Policy planning and development:** Coordinate a range of program activities to support policy development, capacity building, and collective action for urgent and priority public health issues and policy priorities including policy analysis, development of issue briefs, recommendations, issue framing, and provision of technical assistance. Oversee development of workgroups and collaboratives to produce recommendations for policy and programmatic strategies to address priority issues in the public health policy agenda with a focus on primary prevention, system change and equity. Develop approaches to monitor stakeholder, program, and policy landscape to gather information on population health issue trends, successful program models, policy initiatives, and community-informed strategies to advance public health improvement. Promote strong bi-directional collaboration with community partners to inform priority efforts, decisions, and policy developments to improve population health. Lead development and execution of engagement strategies to establish and maintain productive partnerships across programs, departments, local partners, and community stakeholder networks. Coordinate with CDPH Legislative and Governmental Affairs in the development of public health legislative proposals and coordinate legislative tracking and analysis for relevant issue areas.
- 20% **Expand public health capacity:** Lead Policy Section activities to identify strategic opportunities to promote public health priorities and to build and expand state and local infrastructure in emerging issue areas. Leverage state and local resources including grant writing, interdepartmental collaboration, and integration of priority issues in existing public health programs. Work with staff to identify, leverage, and share innovations, emerging models, and evidence-based best practices – emphasizing strategies to catalyze upstream collective action to address social determinants of health and equity. Develop models to align and integrate public health policy priorities with other state and community strategic initiatives to amplify collective impact and sustainability.

Marginal Functions (including percentage of time)

5% Other HPM II related work 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 the need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor Name:		Employee Name:	
Supervisor Signature	Date	Employee Signature	Date

HRD Use Only:

Approved By: L. Thompson

Date: 9/17/2025