# DUTY STATEMENT

| | |
|---|---|
| Employee Name: | Position Number:<br>**580-230-4800-027** |
| Classification:<br>Supervisor I | Tenure/Time Base:<br>Permanent/Full-Time |
| Working Title:<br>Administration Unit Chief | Work Location:<br>1615 Capitol Avenue Sacramento, CA 95814 |
| Collective Bargaining Unit:<br>S01 | Position Eligible for Telework (Yes/No):<br>Yes - Hybrid |
| Center/Office/Division:<br>Center for Preparedness and Response | Branch/Section/Unit:<br>Business Operations Branch, Fiscal Response, Operations, & Grants Section, Administration 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 providing oversight and direction for administrative and personnel actions for the Center for Preparedness and Response.

The incumbent works under the general direction of the Supervisor II of the Fiscal Response, Operations, and Grants Management Section within the Business Operations Branch. The Supervisor I manages and coordinates the Administration Unit, which provides personnel action and staff development and engagement services to the Center for Preparedness and Response (CPR). The

Administration Unit is responsible for the handling all recruitment efforts from developing and preparing position duty statements, justification memos, organizational charts, blanket requests, RPA postings, interview scheduling and logistical support, and processing job offers. This unit also supports front office operations, equipment and onboarding, benefits support, training and travel coordination, and other administrative support services. The Supervisor I may coordinate or assist with special projects related to requests from program to support CPR. The incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs to address urgent operational needs or conduct emergency-related response activities..

## Special Requirements

- ☒ 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:

## Essential Functions (including percentage of time)

35% Plans, organizes, manages, and directs the work of the Administration Unit staff. Sets priorities, assigns tasks, and provides supervisory direction; monitors completion and assures the accuracy of assignments. Makes workload determinations and allocates assignments, reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy. Provides supervision to staff in the handling of all recruitment efforts from developing and preparing position duty statements, justification memos, organizational charts, blanket requests, RPA postings, interviews, and job offers. Participates in the recruitment process by reviewing and editing duty statements, supporting interview logistics, and retaining complete hiring packages. Ensures accordance with appropriate bargaining unit contracts and California Department of Human Resources (CalHR) laws and rules. Approves or disapproves Merit Salary Adjustments, Alternate Range changes, and other personnel actions. Prepares timely probationary reports, individual development plans and, if warranted, corrective action materials. Follows the constructive intervention guidelines and consults with the Performance Management Unit in the Human Resources Division (HRD) as needed. Reviews and approves leave requests and timesheets. Advises employees on personnel programs and policies such as the Employee Assistance Program, Family Medical Leave Act and Worker's Compensation by providing the most current resources. Provides staff development and training, holds regular staff meetings, and meets with the Supervisor II once a week to prioritize workload.

30% Provides oversight and directs the daily activities of professional analytical staff. Provides leadership and guidance for the Unit including planning, developing, and prioritizing assignments. Manages required trainings for staff including oversight of the training coordinator. Supports the training coordinator, travel coordinator, and personnel liaisons in assigned duties and workload management and assignments. Manages administrative projects such as CalHR reorganization packages, HR operational review, and recruitment process in an organized manner. Ensures that projects are completed in a timely manner and on schedule. Provides the Supervisor II with project status updates on a regular basis including any barriers/risks to

completing the project(s). Conducts regular Unit meetings and completes probation reports, Performance Appraisal Summaries and Individual Development Plans in a timely manner. Maintains consistent project oversight through regular one-on-one and Unit meetings with staff. Collaborates on cross-unit meetings as needed. Performs the most difficult or sensitive work including stakeholder engagement. Makes recommendations and monitors staff to assist in the quality improvement process. Determines unit priorities and work plans to meet program deadlines and timeframes.

15% Provides reports, including the fiscal employee file, to the Fiscal and Grants Management Unit for all hiring completed within the CPR on grant-funded positions. Ensures accurate documentation of all activities to demonstrate completed staff work and to meet the department's obligations under applicable grant requirements.

10% Provides leadership that promotes diversity, equity, and inclusion, equal employment opportunity, and other equity-related priorities in the CDPH workplace by examining organizational practices and policies. Develops subject matter expertise in these areas to effectively integrate equity principles into policy, practice, and procedure for resource allocation, hiring, recruitment, and program decision-making.

5% Travel required to attend meetings and participate in workgroups on behalf of the CPR relating to public health response and recovery issues; and attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills.

## Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

☐ 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: 2/2026