

DUTY STATEMENT

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| Employee Name: | Position Number: 580-440-7705-001 |
| Classification: Public Health Medical Officer III | Tenure/Time Base: Permanent/Full Time |
| Working Title: Public Health Medical Officer | Work Location: Various locations available. Location to be determined upon hire. |
| Collective Bargaining Unit: U16 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Center for Infectious Diseases/Division of HIV, STIs, and HCV/Office of STIs and HCV | Branch/Section/Unit: Medical and Scientific Affairs 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 health equity and working within a team of public health and medical professionals in planning, implementing, and evaluating clinical and public health programs to reduce the burden and health disparities of sexually transmitted infections (STIs), hepatitis C Virus (HCV), HIV, mpox, and other communicable diseases in California.

The Public Health Medical Officer (PHMO III) will initiate, organize, and direct programs that are clinical, epidemiological, or operational in nature and translate outcomes to program and public health policy improvement. The PHMO III will provide medical and programmatic consultation across the

Office of STIs and HCV (OSH) . Consult with national, state, and local health programs as well as private, academic, and public sector medical and laboratory partner organizations in California; develop and deliver educational programs for clinicians and public health professionals; assist medical providers and disease intervention specialists with clinical case management challenges; write and review health alerts, dear colleague letters, evidence-based clinical guidelines, provider job aids and other clinically relevant documents; and identify and implement strategies to advance health equity and reduce disproportionate disease burdens among historically underserved populations, including people from diverse racial, ethnic, sexual, and gender identities.

The incumbent works under the administrative direction of the Public Health Medical Officer III – Epi Supervisor, Chief of the Medical and Scientific Affairs Section in the Office of STIs and HCV (OSH).

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: California Medical License
- Other:

Essential Functions (including percentage of time)

- 40% Serves as technical consultant for statewide STI, HCV, HIV, and mpox prevention and control programs. Provides clinical, programmatic, and epidemiologic consultation and support for state and local STI, HCV, HIV, mpox agencies, applying a health equity lens to strengthen communicable disease prevention and control effects. Collaborates with local health jurisdictions, other state agencies, public, private, and non-profit health care and laboratory organizations, as well as medical providers, to implement evidence-based strategies for STI, HIV, HCV, mpox, and other communicable diseases. Utilizes current clinical guidelines, surveillance systems, and research methodologies review, summarize and disseminate research findings and clinical guidelines through presentations and publication of materials. Provides direct technical assistance to local health jurisdiction STI programs on clinical practice, prevention strategies, and policy issues. Develops and delivers continuing medical education curriculum and provides clinical and methodological consultation for surveillance and research activities, including field investigations of disease outbreaks. Maintains competence in public health and epidemiologic research methods, develop educational curricula, enduring materials, and give formal presentations to public health and medical professionals.
- 30% Leads coordination and oversight for critical statewide STI, HCV, HIV, and mpox control functions in collaboration with PHMO III - Epi Supervisor. Directs the development and implementation of communicable disease prevention programs that address health disparities, evaluates program effectiveness, and provides high-level clinical consultation and strategic technical assistance to health care and public health institutions. Exercises independent judgement in decisions requiring a strong knowledge in STI, HCV, HIV, and mpox control, epidemiology, program planning, and research methodology. Serves as the

lead on key prevention and control initiatives, including oversight of support staff such as project coordinators. Plans, organizes, and directs statewide efforts to analyze epidemiologic, behavioral, and quality of care data; identifies emerging trends and data gaps; and leads multi-disciplinary teams to conduct investigations, execute disease-preventing interventions, and evaluate outcomes. Translates relevant findings into mechanisms for improving programs and prepares reports, research grant applications, and manuscripts for publication.

15% Develops and implements evidence-based screening, diagnostic, treatment, and clinical management tools and guidelines to strengthen disease prevention and care. Conducts comprehensive needs assessments, reviews and updates existing guidelines, ensures proper review and approval process, and disseminates guidelines and supporting materials to healthcare and public health partners. Facilitates statewide implementation, monitors adoption, and directs data collection and analysis to evaluate effectiveness. Summarizes findings in reports to inform policy decisions and drive continuous program improvement.

10% Maintains clinical competence in the diagnosis, treatment, and prevention of STIs, including HIV, mpox, and viral hepatitis. Stays current on diagnostic approaches, laboratory testing technologies, treatment regimens, and partner management.

| Region | Counties | Available Headquarter Location |
|------------|---|---|
| Region I | Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura | |
| Region II | Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma | Contra Costa – 850 Marina Bay Parkway, Richmond, CA 94804 |
| Region III | Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yuba | |
| Region IV | Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo | Sacramento – 1616 Capitol Avenue, Sacramento, CA 95814 |
| Region V | Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare | |
| Region VI | Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego | |

Marginal Functions (including percentage of time)

5% Performs other PHMO III duties as assigned; assist in communicable disease control beyond STIs, HCV, HIV, and mpox when needed for surge capacity; perform a variety of administrative functions that support program operations; attend regular internal meetings as well as meetings with key partner organizations.

I certify this duty statement represents an I have read and understand the duties and

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.

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.)

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:

Approved By: JC

Date: 02/25/26