

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-030-4801-005</b>
Classification: Supervisor II	Tenure/Time Base: Permanent / Full Time
Working Title: Administration and Business Operations Section Manager	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Director's Office	Branch/Section/Unit: Office of Legislative and Governmental Affairs/ Administration and Business Operations 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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by optimizing and stabilizing funding sources and ensuring timely and precise responses to legislative inquiries.

The Administration and Business Operations Section Manager (Supervisor II), works under the general direction of the Assistant Deputy Director (ADD) and Deputy Director (DD) for the Legislative and Governmental Affairs (LGA) office at CDPH. This role oversees the Fiscal and Legislative staff, ensuring accuracy, optimizing services, and meeting department performance requirements. The

manager actively plans, organizes, coordinates, directs, supervises, and evaluates the legislative, administrative, fiscal, and funding operations within the LGA. Key responsibilities include managing the LGA budget and planning, forecasting, and monitoring CDPH fiscal bill analyses, budgets, and expenditures. This pivotal leadership position is essential for providing strategic oversight and leadership in legislative and fiscal management, ensuring alignment with departmental goals and compliance with governmental regulations. The manager fosters an environment of professional growth, effective communication, and strategic execution, guiding, mentoring, and evaluating the team responsible for managing the LGA's legislative and fiscal activities.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 25% **Fiscal Oversight and Strategy:** Oversees the complex fiscal operations of the Office of Legislative and Governmental Affairs, ensuring financial accountability through diligent management of budgets, expenditures, and compliance with State Budget regulations. This role includes supervising section staff in forecasting and monitoring LGA finances, overseeing the preparation of monthly and quarterly financial reports, and managing close-out documents and special reports promptly. Responsibilities also encompass fiscal analysis related to program regulations, proposed policy changes, and legislation that may impact CDPH programs. The Section Manager advises and represents LGA senior leadership on budgetary matters, reviews funding changes, and prepares critical fiscal documents such as Budget Change Proposals and Finance Letters. Additionally, this position is responsible for the financial management of the LGA, including budget preparation, fiscal oversight, and expenditure reconciliation, while guiding staff in addressing budget shortfalls and enhancing financial procedures to ensure the accuracy and timeliness of the invoice processing system.
- 25% **Legislative Leadership:** Provides leadership and expert guidance in overseeing the accuracy and thoroughness of bill analyses and Enrolled Bill Reports. Mentors staff in monitoring and coordinating the analysis of State legislation affecting CDPH programs and ensures compliance with submission deadlines. Directs, executes and evaluates LGA professional development program with the goal of increasing knowledge and understanding of LGA's bill analysis process.
- 15% **Communication Expertise and Reporting:** Supervises the preparation of responses to legislative inquiries and the development of reports on legislative activities. Coaches staff in enhancing their communication skills, ensuring clarity and effectiveness in presenting complex information to diverse audiences.
- 10% **Strategic Management and Mentorship:** Leads the development and implementation of the

Department’s annual legislative program, advising the team on assessing political feasibility, risks, and strategic approaches. Mentors staff in lobbying techniques, representing the Department at hearings, and managing legislative negotiations. Guides the resolution of issues with advocacy groups, enhancing the team’s negotiation skills, collaborates with local partners and stakeholders.

10% **Operational Support and Administrative Guidance:** Oversees and provides leadership in administrative tasks such as purchasing, invoice processing, and office management. Develops and maintains operational procedures, ensuring team compliance and efficiency. Mentors staff in managing telecommunications and facility requests, enhancing operational effectiveness.

10% **Personnel Management and Development:** Leads personnel management activities including maintaining records, overseeing the hiring process, and coordinating training and travel arrangements. Evaluates staff performance, provides career development guidance, and ensures adherence to departmental procedures.

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

5% Performs other job-related duties as assigned.

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: JA

Date: MAR26