

DUTY STATEMENT

Employee Name:	Position Number: 580-520-7500-001
Classification: Career Executive Assignment B	Tenure/Time Base: Non-Tenured / Full Time
Working Title: Division Chief	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal Child and Adolescent Health Division	Branch/Section/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 promoting health and wellness, empowering the public health workforce, enhancing services through agile operations, and optimizing data collection and performance measures.

The Division Chief is responsible for the management, oversight, and policy direction of the Maternal, Child, and Adolescent Health (MCAH) Division in the Center for Family Health. The Division Chief serves as California's Title V MCAH Director and provides direction to the programs and projects related to the Title V Grant program. The Division Chief fosters a collaborative

relationship with local health departments to implement MCAH programs and the Department's mission to advance the health and well-being of California's diverse people and communities.

The Division Chief has an active role in the Department's executive leadership team and works within the Center for Family Health to communicate and collaborate on public health program activities and the delivery of services and programs that achieve maternal and childhood health and eliminate health disparities in partnership with other Department programs and other agencies. The incumbent keeps apprised of current and innovative literature and changes in the field that would impact the work and direction of the Division. The incumbent serves as a spokesperson and a liaison to key stakeholder groups about the goals and objectives of MCAH.

The incumbent works under the general direction of the Deputy Director, Center for Family Health.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% in state and out of state travel
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Provides leadership and guidance to supporting managers and staff in the design, development, and implementation of statewide strategies, policies, and for directing all projects, programs and systems related to MCAH programs and activities. Oversees the planning, development, and measurement of performance across the Division. Develops and mentors subordinate managers through a combination of performance reviews, regular 1:1s, feedback loops, goal setting, and clear and effective communication. Fosters excellence and inclusion in public health practices, data collection and analysis, and public health education. Advances and mobilizes an equity-focused, trauma-responsive professional infrastructure for achievement, growth, and development of all MCAH employees. Fosters a culture of learning and continuous improvement that encourages and supports inclusive, informed discussions and productive collaboration with stakeholders including subject matter experts, local health jurisdictions, community partners, the public, and others. Provides overall management of the MCAH to ensure program compliance with departmental policies, legislation, regulation, and establish systems of accountability for programs, services, and data collection responsibilities. Serves as the California Title V MCAH Director.
- 30% Collaborates with other divisions, agencies, and community partners on public health programs and activities to reduce health disparities and maintain the confidence and cooperation of staff, local health jurisdictions, health care professionals, research and university groups, and other groups involved in implementing, evaluating, and developing standards for maternal, child, and adolescent health services. Provides relevant and appropriate public health leadership, collaboration, and partnership with local MCAH

agencies and external stakeholders regarding MCAH related activities and key data points. Provides advice, clarification, evaluation, and guidance regarding MCAH program and policies to other divisions within the Department, to other state agencies, task forces and committees, and MCAH organizations. Coordinates and collaborates across the Department including with other Centers and Offices within the Director's office. Attends directorate level meetings, attend meetings with control agencies, and communicate with representatives of the legislature to discuss and respond to issues that establish and implement MCAH programs and policies.

25% Monitors, assesses, and reports on a variety of statewide MCAH population indicators, strategies, programs, and services, including an evaluation of program implementation and ability to meet desired performance measures. Provides leadership for the development of rigorous epidemiologic policies, processes and methods to describe the overall health of pregnant people, infants, and children in California. Reviews and approves final documents and reports released to the public. Fosters data-driven quality improvement efforts throughout the Division. Provides accurate and thorough reports on progress made on process and health outcomes for Division related activities. Audits and monitors the effectiveness of maternal and child health programs and services by creating systems of programmatic and fiscal accountability. Develops and administers changes in standards, guidelines, policies, and procedures that improve maternal, infant, child and adolescent health. Provides oversight responsibility for the federal applications for funding and ensures completion of all reports, audits, needs assessments and annual plans in an accurate and timely manner Oversees budget management and forecasting and participate in budget preparation, control of expenditures and fiscal oversight for MCAH programs.

10% Represents the Department at meetings, presentations, and conferences with internal and external stakeholders, local health departments, and professional associations. Provides expert oral and written testimony at administrative hearings, legislative hearings or other formal or informal hearings as requested. Meets with members of the media and responds to requests for information and public records act requests as needed.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

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: CB
Date: 11/17/23