

DUTY STATEMENT

Employee Name:	Position Number: 580-230-4800-022
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Fiscal and Grants Management Unit Chief	Work Location: 1615 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/Fiscal, Response, Operations, & Grants Section/Fiscal & Grants Management 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 unit leadership and support for the administration of grants, budgets, and expenditure tracking and reporting.

The incumbent works under the general direction of Supervisor II (Sup II) of the Fiscal Response, Operations, and Grants (FROGS) Section. The Supervisor I (Sup I) is responsible for the management, planning, direction, and leadership of the Fiscal and Grants Management Unit (FGMU). FGMU performs fiscal and grant management functions for the Center for Preparedness and Response (CPR). The Sup I provides supervision and workload allocation for staff responsible for fiscal, budget,

grants and fund source management, and reporting for CPR including, but not limited to, the federal Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) cooperative agreements as well as State General Fund sources.

Up to 5% travel is required to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

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)

- 25% Functions as Chief of the Fiscal and Grants Management Unit (FGMU). Provides direct supervision to FGMU staff including workload allocation, training, and support of multi-disciplinary staff specializing in fiscal and grants operations. Provides leadership, guidance, and direction to staff, with support from the Fiscal Response, Operations, and Grants Section Chief and the Business Operations Branch Chief, by evaluating work, coaching and mentoring staff, and identifying training opportunities. Monitors staff performance and identifies training opportunities to improve performance and support job satisfaction. Ensures effective staff communication and promotes continuous learning, quality improvement, and staff development strategies. Allocates FGMU workload and assigns tasks to subordinate staff. Works with CPR executive management to coordinate activities to ensure consistency with CDPH and CPR missions and values. Analyzes ongoing and new program issues and provides recommendations and solutions, and informs the Business Operations Branch Chief of current activities. Prepares, reviews, and edits FGMU reports, issues memoranda, position papers, and controlled correspondence.
- 25% Functions as a working supervisor and completes the most difficult complex, time-sensitive, or confidential assignments. Oversees the development of local contracts, payment of local invoices, expenditure tracking, accounting practices, and budgeting. Provides direction and consultation to internal and external stakeholders to ensure compliance with State and Federal policies and procedures on grant requirements and accounting practices. Implements administrative controls, resolves complex accounting problems, and collaborates on system changes within department control systems. Coordinates with the Local Emergency Preparedness Section (LEP) Supervisor II (SUP II) to provide problem-solving options to the FROGS Section SUP II. Informs the SUP II of current activities, achievements, and operating problems. Provides resolutions for complex governmental and managerial problems by analyzing data, developing alternative strategies, and presenting information effectively both oral

and in writing.

- 25% Provides direction and consultation to assure compliance with the Center for Disease Control and Prevention, Assistant Secretary of Preparedness and Response, and the Department's administrative policies, practices, and procedures. Manages the development of the department-wide annual budget for the PHEP and HPP grant applications and submittals. Responsible for the management of grant deadlines and submission of materials for mid-year and end-of-year progress reports and performance measures. Manages the preparation of grant budget revisions and/or adjustments being conducted for current Federal grant awards. Works with CDPH Centers/Programs fiscal staff to ensure Federal grant expenditures are appropriate and within grant allocations. Manages the preparation of monthly fiscal reports for all fund sources and center/program receiving emergency preparedness funds. Presents fiscal report findings to the Sup II. Develops cross-checking systems to ensure financial reports are accurate and completed in a timely manner.
- 20% Oversees the compiling of the CPR annual budget, including all personnel costs, contracts, supplies, and equipment across multiple funding sources. Manages the preparation of the EPO budget revisions and/or adjustments being conducted for current Federal grant awards. Works with CDPH fiscal program staff to ensure expenditures are appropriate and within grant allocations. Manages the preparation of the Budget/Accounting Annual Drills for management review. Identifies fiscal policy and program issues and assigns them to staff for development fiscal guidance development. Manages the accuracy and timeliness of State and Federal correspondence and exercises judgement in responding to urgent assignments (i.e., drills, reports, etc.) and requests from the Director's Office, Department of Finance (DOF), Agency, and other control agencies. Represents the CPR at meetings and workgroups and advises on behalf of the CPR. Responds to inquiries requiring immediate, high-level coordination, and decisions with upper management. Serves as the liaison for audit requests and inquiries from State and Federal auditors. Manages, the preparation of responses and documentation for State and local audits requests in a timely and accurate manner. Routinely meets with upper management on auditor requests and provides status reports.

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 an 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: 04/2026