

DUTY STATEMENT

Employee Name:	Position Number: 580-510-4800-013
Classification: Supervisor I	Tenure/Time Base: Permanent / Full Time
Working Title: Local Services Training Unit Chief	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Policy and Health Programs Branch / Local Policy and Training Section / Local Services Training 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Local Policy and Health Programs Branch, the incumbent leads a team that provides support, training, and implements local and statewide policies which protect and serve the Women, Infants, and Children (WIC) Program participants and local agencies.

The incumbent works under the direction of the Chief, Local Policy and Training Section, Supervisor II. The Supervisor I plans, organizes, directs, and supervises the work of the Local Services Training Unit. This position assumes primary responsibility to guide CDPH/WIC training staff in developing, providing, and evaluating the training of WIC local agency staff to implement the nutrition education and public health responsibilities in accordance with federal regulations and Division priorities. In meeting this responsibility, the position will coordinate unit projects with other CDPH/WIC supervisors and provide consultation to other CDPH/WIC staff responsible for communicating with and training local agencies. Provides supervision to one HPS I and three Analyst IIs. Travel up to 15% of the time is required. The manager actively participates as a member of the WIC Division management team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 15% of the time
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Provides leadership and direction to CDPH/WIC training staff for the successful development, revisions, implementation, and evaluation of various in-person, computer-based, and virtual statewide-required trainings for over 3,500 local agency staff. Assures the availability of trainings related to nutrition and health education, promotion of breastfeeding, and racial equity for all local agencies. Ensures local agency staff and training requirements are in accordance with state and federal regulations. Apply and assess learner-centered training principles to review, oversee, and ensure the quality and effectiveness of training developed by trainers. Oversees training content development for multiple modalities including instructor-led, virtual instructor-led, and eLearning formats using computer-based applications including but not limited to Articulate 360 (Storyline, Rise, and Review) and Microsoft PowerPoint. Manages training logistics in the Learning Management System (LMS), including setting up courses, processing registrations, assigning required training, and tracking completion to ensure compliance.
- 25% Leads special projects and tracking logs to ensure innovation and accountability. Reviews and approves local agency training requests, training-related policies, procedures, and makes recommendations to WIC management, as appropriate. Oversees the coordination of webinars, calls, and presentations to WIC local agency directors and/or their representatives, as needed.

20% Manages and reports annual USDA-mandated Civil Rights training of Division staff. Manages WIC Nutrition Assistant (WNA) Certification Approval Requests from local agencies. Reviews/approves staff in-person and virtual training schedules and travel plans. Oversees National Voter Registration Act (NVRA) liaison with the office of the California Secretary of State. Oversees Training Committee Lead meeting planning and projects.

20% Recruits, interviews, and hires staff; ensures staff completes mandatory trainings; reviews/approves timesheets, absence requests, and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Fosters an engaged and supported team by using a strength-based approach to determine training needs for new and existing staff; identifies and promotes continuing staff development and specialized training; evaluates performance of staff in a timely manner; coaches and mentors staff in the development of work plans; and monitors work progress.

Actively participates on the WIC Management Team and other manager meetings to ensure accountability for performance and outcomes for the WIC program; keeps management apprised of program status and achievements. Collaborates and communicates with management across the division to discuss, plan, and implement strategies impacting WIC services.

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: Kate Sajo
 Date: 5/13/2026