DUTY STATEMENT

Employee Name:	Position Number: **580-405-4800-909**
Classification: Supervisor I	Tenure/Time Base: Permanent / Full-time
Working Title: Strategic Projects Unit Chief	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Disease/ Office of AIDS/Division of HIV, HCV, and STIs	Branch/Section/Unit: AIDS Drug Assistance Program Branch/PrEP-AP and Strategic Projects Section/Strategic Projects 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 inclusiveness, 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 strategic planning goals and objectives and to promote recognition and reduction of the burden of HIV infection among California's most vulnerable populations through changes in workplace culture and practice.

The Supervisor I serves as the Strategic Projects Unit Chief, leading a diverse team and working closely in collaboration with members of the unit. Leads, oversees and assigns tasks, monitors work assignments, and ensures deadlines are met and provides routine feedback and mentoring to staff, communicates expectations and needs clearly and

consistently, and cultivates a culture of continuous improvement. This position advances racial equity, diversity, and inclusion in approach, processes, policies, and deliverables while also addressing challenges, racial inequities, stigma, and medical mistrust facing people who use drugs, young gay and bisexual men, cis- and transgender women of color. Uses programmatic and other Office of AIDS (OA) data to understand the status of HIV and sexually transmitted infection (STI) syndemics, identifies strategies for reducing new cases of HIV and STIs and eliminating health inequities that result in disproportionate disease burden among marginalized demographic groups. The incumbent also aligns and mobilizes resources and community partners to achieve programmatic goals. Supports their team in the development and implementation of HIV programs and ensures that local capacity building needs among funded local health jurisdictions (LHJs) and community-based organizations (CBOs) are identified and met. Works collaboratively with the ADAP Care Evaluation and Informatics (ACEI) Branch and the HIV Surveillance Branch to understand and use data to identify and develop recommendations to the Supervisor II on how to address capacity building and program development needs and barriers to successful HIV programs. Responsible for policy development through the use of programmatic HIV data and makes recommendations to the Supervisor II on where to focus program development efforts.

The incumbent works under the general direction of the Supervisor II, Chief of the PrEP-AP and Strategic Projects Section

Special Requirements

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

Essential Functions (including percentage of time)

30% **Management and Supervision**: Provides guidance and supervision to the Strategic Projects Unit through leadership by setting program priorities and objectives, promoting professional development, assigning tasks, and responding to staff concerns. Monitors and approves staff attendance/leave; conducts annual staff performance appraisals; initiates and approves staff training and development plans. Develops, reviews, and rewrites duty statements to ensure that they reflect the diverse needs of OA's program priorities, as supported by data. Oversees recruitment and hiring practices by ensuring that efforts are equitable, diverse,and inclusive. Ensures that staffing resources are reflective of the communities being served by OA funded programs. Cultivates a team culture of diversity, inclusion, and mutual support. Ensures training and competency among staff; provides coaching, mentoring, guidance, and direction to all staff. Facilitates and participates in staff meetings, management team meetings, and partner webinars.

30% **Data-driven Program Implementation**: This position oversees strategic projects such as the

Minority AIDS Initiative (MAI), Project Cornerstone, and Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP) Initiation and Retention (PPIR) Initiative. Plans, directs, and monitors programs administered by the Unit; works with staff on the development of LHJ performance standards, protocols, and evaluation; coordinates and oversees the development of program guidance. Works with a multidisciplinary team to lead discussions with external community partners on how funding should be used to develop and implement culturally responsive, trauma-informed, patient-centered and equitable programs. Works with ACEI and the Unit to conduct data analysis on existing programs to identify promising practices, data-based and strength-based approaches to dismantle racial and health inequities for improving health outcomes for priority populations. Leads staff while managing programs. Works with the support of ACEI to evaluate program and surveillance data to identify areas of need and potential programmatic challenges; directs staff in providing technical assistance to funded LHJs; monitor program plans and activities, alongside budgets and expenditures. Oversees staff charged with monitoring projects, PrEP and PEP, advancing racial and health equity, and community engagement efforts. Ensures staff adequately coordinate and perform quality improvement activities with LHJs to address gaps in program development and/or implementation. Collaborates and coordinates with other OA managers, state, and federal guidelines are met. Leads workgroups for new funding opportunities and ensures programs address the needs as demonstrated by OA data. Directs staff in providing high-quality, focused technical support to funded LHJs and community-based organizations. Oversees the development and use of LHJ site visit tools and other capacity building tools.

25% **Program Support**: Responsible for providing responses for all Unit related drills emanating from CDPH Center for Infectious Disease and CDPH Program Support Branch. Oversees the analysis of relevant laws, policies, and proposed legislation and advises upper management on the implications of current and proposed policies. Works with the Supervisor II and ADAP Branch Chief as well as other OA management team and staff to coordinate efforts and address program related issues. Oversees staff coordination and monitoring of federal grant applications and annual reports. Plans and directs staff to ensure grant reporting responsibilities and assignments are managed appropriately and in a timely manner. Maintains an understanding of all grant management and evaluation requirements. Responsible for directing staff to represent OA at meetings and conferences.

10% **Section Liaison**: Serves on the health equity workgroup and other community workgroups for OA. Works to integrate the unit's projects strategies and goals into other OA Branches.

Marginal Functions (including percentage of time)

5% Other job-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 the 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: E.L.
Date: 6/10/2026