

DUTY STATEMENT

Employee Name:	Position Number: 580-011-7500-xxx
Classification: CEA A	Tenure/Time Base: Non-tenured / Full-time
Working Title: Policy and Program Branch Supervisor	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch

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 Resources' Job Descriptions webpage](#).

Job Summary

The Policy and Program Branch (PPB) Supervisor, Office of Policy and Planning (OPP) is responsible for providing strategic leadership and programmatic and operational oversight to support the PPB Branch activities to implement statewide initiatives and policy strategies focused on advancing population health and equity. The Branch Supervisor is responsible for collaborating closely with Section and Unit Supervisors and project leads to co-develop vision, goals, and strategies and to align efforts across the five sections of the PPB: Research and Analysis, Decision Intelligence, Integrated Planning, Policy, and Community Health Investment.

In partnership with the Deputy Director, Lean Transformation Branch Supervisor, Organizational Capacity Branch Supervisor, OPP Supervisors, Equity Liaison and other project leads, the Branch Supervisor serves as part of the OPP Leadership Team engaging in strategic and operational planning for all areas of OPP.

The Branch Supervisor is responsible for ensuring effective execution of program objectives in a complex administrative environment, managing activities within the context of state government policy and procedures while leveraging resources and addressing requirements of multiple funding sources.

The Branch Supervisor supports the CDPH Strategic Priority to Tackle Key Public Health Issues by capitalizing on existing collaborative efforts that expand CDPH opportunities to address emerging crosscutting public health issues and priorities, promote cross-sector collaboration, advance strategic public health policy, and expand the use of data to promote informed public health action, impact, and accountability. This position will help to build a culture that encourages innovation, builds partnership across government and community partners, and supports ongoing advancements in addressing continuous improvement and health equity.

The mission of OPP is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Under the direction of the OPP Deputy Director, the Branch Supervisor will ensure that OPP develops a strong team and fosters productive collaborations within CDPH, throughout government, and with community partners that support the achievement of shared priorities and promote improved population health.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: In- and Out-of-State travel up to 5% may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% **Strategic Leadership:** Provide programmatic and policy guidance and support for a range of interconnected PPB activities grounded in the State Health Assessment and Improvement Plan (SHA/SHIP) process, which serves as a roadmap to address health challenges in the state; supports Local Health Jurisdictions (LHJs) that develop and implement their own CHAs (Community Health Assessments) and CHIPs (Community Health Improvement Plans) in order to meet Public Health Accreditation standards; connects a wide range of plans, programs, and initiatives across California; and guides the development and implementation of statewide policies, programs, and actions. Partner with Section Supervisor and project leads to align the roles of each section in mutually reinforcing contributions to this interdisciplinary cycle including assessment to identify public health challenges, planning and engagement to identify priorities and improvement strategies, policy and systems supports to advance those priorities, innovative finance and investment models to resource community prevention while leveraging best practice scientific analysis, community engagement, decision intelligence and team empowerment and collaboration. Provide strategic oversight and support for the Policy and Program Branch contributing subject matter expertise and

insight across a broad range of complex and specialized areas of public health practice working in collaborative partnership with leaders across OPP to develop shared strategies for collective action to advance population health priorities. Lead the development and implementation of many high priority projects including the State Health Assessment, State Health Improvement Plan, State Health Equity Plan, State of Public Health Report, Let's Get Healthy California website, California Community Burden of Disease Engine, California Accountable Communities for Health Initiative, Community Health Investment Strategy, and Decision Intelligence Capacity Building. Conduct thorough policy analysis and research to provide support for procedural and technical direction, removal of barriers and solutions to complex challenges, and development of standards and plans for organizing and coordinating team activities, tracking, communicating progress, and formulation of policy recommendations. Collaborate with OPP Leadership Team to plan and implement statewide public health funding initiatives including Future of Public Health, Behavioral Health Services Act, California Strengthening Public Health Infrastructure grant and others. Proactively identify opportunities and support the development of new initiatives in response to public health planning processes and team input. Assist in the identification, analysis, and resolution of the most complex, controversial, and/or sensitive issues that could result in severe financial or programmatic consequences. Engage as part of the OPP leadership team in strategic and operational planning for all areas of OPP.

- 25% **Team Collaboration and Development:** Develop conditions for highly productive team collaboration and staff development with an emphasis on strengths-based, trauma-responsive, inclusive and equity focused leadership and team support. Provide supervision and management support for the PPB team including direct supervision of Section leaders and support for subordinate supervisors in their direction of team staff. Organize meeting processes, planning, collaboration, and learning opportunities with the PPB team. Identify and facilitate opportunities for equitable access to staff development and leadership opportunities, training and learning to support team expertise with leading-edge public health practice including current science, inclusive and community-informed approaches, skill building in program and project management, and related domains for effective implementation. Work in partnership with all levels of CDPH leadership and program leads to establish effective cross-disciplinary collaborations across OPP teams, CDPH programs, state government, and local partners with the shared goal of continually improving the efficient use of funding and effective delivery of public health services across California. Work in partnership with the Deputy Director, OPP leadership, and OPP Equity Liaison to implement the OPP Equity Action Plan; ensure efficient, collaborative, effective, and equitable practices throughout OPP policy and processes; and facilitate support for change management. Facilitate collaborative processes with Branch staff and leaders to identify needs, opportunities, and assets, formulate goals, evaluate progress, and make recommendations regarding OPP goals, performance measures, policies, and procedures.
- 20% **Operational and Administrative Management:** Provide management of operational and administrative processes for the PPB including budget, personnel, expenditure tracking, and programmatic contract management. Establish Branch level administrative and operational processes and infrastructure. Review and oversee the timely submission of relevant fiscal drills, legislative reports, controlled correspondence, and bill analysis. Brief PPB staff and leadership on administrative and policy matters. Conduct operational and grant planning and oversight in partnership with the Deputy Director, Organizational Capacity Branch Supervisor, Operations and Contracts Management Section Supervisor, and Grant Management and Development Section Supervisor.
- 15% **Partnership:** Represent OPP with CDPH programs, executive leadership, state

departments, control agencies, funders, external organizations, community and local partners, and the public. Develop and maintain strong partnerships with Local Health Jurisdictions and CDPH Centers Divisions and Offices. Lead collaborative efforts with governmental and community partners in formulating policy strategies and collective impact initiatives to advance population health improvement and health equity. Serve on interagency committees and teams on behalf of OPP and CDPH. Maintain contact and develop collaborative relationships to foster bidirectional learning with national public health associations and networks. Provide recommendations on matters pertaining to population health improvement and other public health activities to improve health outcomes and reduce disparities.

- 10% **Foster Exploration and Innovation:** Proactively identify opportunities to improve public health approaches. Monitor emerging strategies, research, and technology. Incorporate and test new models and evaluate impact. Establish team conditions that cultivate curiosity, creativity, and learning. Work to continuously improve CDPH and OPP capacity as a transparent, collaborative, outcome-driven organization able to respond to changing conditions and advance progress toward population health improvement and equity.

Marginal Functions (including percentage of time)

- 5% Travel to other CDPH offices, trainings, meetings, or events may be required. Other job-related duties as indicated by the OPP Deputy Director and the CDPH Directorate.

☐ 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:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CB

Date: 7.1.2026