

DUTY STATEMENT

Proposed

Employee Name:

Classification: CEA C	Position Number: 580-300-7500-001
Working Title: Deputy Director	Work Location: 1616 Capitol Ave. Sacramento, CA 95814 or 850 Marina Bay Parkway, Richmond, CA 95804
Collective Bargaining Unit: M01	Tenure/Time Base: Non-Tenured Full Time
Center/Office/Division: Center for Healthy Communities	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.

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 developing statewide strategies and department-wide policies that strengthen both state and local leadership, alignment, and partnerships to drive action to influence determinants of health, eliminate health inequities, and achieve positive health outcomes.

The Center for Healthy Communities (CHC), Deputy Director is responsible for the effective management and oversight of approximately 250 authorized positions with a budget of approximately \$260 million. With six Branches and one Office, CHC represents a diverse set of public health programs that address the challenging and evolving fields of chronic disease prevention, environmental health, and occupational health. This includes programs covering a broad array of public health topics and fields including the promotion of nutrition and physical activity; chronic disease control, surveillance, and research; oral health; childhood lead poisoning prevention; prevention and response efforts related to environmental and toxicological exposures; and occupational health and safety.

The Deputy Director manages and directs public health policy development with a wide range of

issues. The Deputy Director develops an overarching identity and direction for the Center, bringing together its disparate programs into a cohesive whole with a shared vision and direction that are in alignment with the Department. The Deputy Director is a liaison and provides policy recommendations to other state entities, including the California Health and Human Services Agency, the Governor's Office and the Legislature; federal and local governmental entities; community-based organizations; and California business and health care communities. The Deputy Director ensures the activities and policies of the CHC's programs are consistent with the Directorate's strategic vision and goals for public health in California.

The incumbent works under administrative direction from the Assistant Public Health Officer, Population Health.

Special Requirements

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

Essential Functions (including percentage of time)

- | | |
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| 40% | Manage and direct the programs in the Center and develop an overarching identity and direction for the Center, bringing together its disparate programs into a cohesive whole with a shared vision and direction that are in alignment with the Department. Develop, implement and evaluate statewide public and environmental health policies, recommendations, and programs to sustain and improve the health status of California's population. Assess, control, and reduce morbidity and mortality due to chronic diseases and environmental and occupational exposures and associated risk factors by: integrating public health prevention practices and clinical medicine; developing scientific excellence, professional infrastructure, and leadership; promoting healthful lifestyles; encouraging the reduction of health-related risk-taking behaviors; advancing health equity and racial justice; and promoting informed discussions and productive collaboration with stakeholders and the public. Provide overall management of the Center for Healthy Communities to ensure program compliance with departmental policies. |
| 20% | Advise the CDPH Director, California Health and Human Services Secretary, and the Governor's Office on policy and legislative matters pertaining to chronic disease prevention, environmental health, and occupational health. |
| 15% | Provide professional review of CHC program studies, journal manuscripts, educational materials, reports to the Legislature, and various technical reports to |

ensure compliance with CDPH policies, existing law, public health requirements and overall quality control requirements.

- 10% Represent CDPH at local, state, national and international forums dealing with chronic disease prevention, environmental health, and occupational health and other related public health issues.
- 10% Provide relevant and appropriate public health leadership and functional direction to California's 61 local health jurisdictions.

Marginal Functions (including percentage of time)

- 5% Perform 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 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

HRB Use Only:

Approved By: CB

Date

4/23/2026