

## DUTY STATEMENT

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| Employee Name:                                                                                        | Position Number:<br>580-230-4801-909                                                                                   |
| Classification:<br>Supervisor II                                                                      | Tenure/Time Base:<br>Permanent/Full-Time                                                                               |
| Working Title:<br>Planning, Preparedness, and Coordination<br>Section Chief                           | Work Location:<br>1615 Capitol Avenue, Sacramento, CA<br>95814                                                         |
| Collective Bargaining Unit:<br>S01                                                                    | Position Eligible for Telework (Yes/No):<br>Yes-Hybrid                                                                 |
| Center/Office/Division:<br>Center for Preparedness and Response /<br>Division of Program and Response | Branch/Section/Unit:<br>Planning, Recovery, Evaluation Branch /<br>Planning, Preparedness, and Coordination<br>Section |

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 enhancing preparedness and response for emerging public health threats through oversight of the development of emergency plans, guidance and technical assistance; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funding deliverables; and providing good customer service.

The incumbent works under the general direction of the Planning, Recovery, and Evaluation Branch (PREB) Chief. The Supervisor II (SUP II) of the Planning, Preparedness, and Coordination Section

(PPCS) is responsible for public health emergency planning, preparedness, and response activities in coordination with other programs in CDPH and other State and local agencies. The SSM II supervises and manages the activities of the PPCS and is responsible for overseeing, developing, and maintaining CDPH's all-hazards response plans, Continuity of Operations plans, and all associated plans and preparations for Emergency Support Function 8, Public Health and Medical, as well as overseeing the development and maintenance of deliverables related to CPR's funding requirements. The SUP II also serves as the State BioWatch Coordinator.

Up to 10% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (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.

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**Special Requirements**

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- ☐ 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:

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**Essential Functions (including percentage of time)**

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- 45% Oversees the development of the all-hazard department-wide emergency response plans and procedures for CDPH including plans specific to scenarios, functions, and individual programs. Ensures the completion and maintenance of the CDPH Continuity Plan and other department specific plans. Oversees and coordinates emergency response plans for Emergency Support Function 8: Public Health and Medical in coordination with Emergency Medical Services Authority. Oversees the development of plans for specific hazards, threats, or scenarios as requested by the Deputy Director. Collaborates with the Recovery and Evaluation Section SUP II to coordinate exercise planning and execution with CDPH programs, the Emergency Medical Services Authority, the Department of Health Care Services (DHCS), Local Health Departments, licensed health care facilities, Federal agencies, and other exercise participants. Ensures that Continuity functions are considered in exercises. Manages and oversees the development and maintenance of funding deliverables, including but not limited to the Public Health Emergency Preparedness grant, the Hospital Preparedness Program grant and Future of Public Health. Acts as the State BioWatch Coordinator, including overseeing planning, coordinating with partners on exercises and participating in and leading various committees and workgroups in coordination with local BioWatch committees and Federal Jurisdictional Coordinators.
- 25% Acts as Chief of the PPCS. Provides direct supervision to multidisciplinary staff responsible for statewide emergency response planning activities, including oversight of the State Planning and Preparedness Unit. Provides leadership, guidance, and direction to staff by evaluating

work performed, coaching, mentoring, and identifying training opportunities for improved performance and job satisfaction. Reviews and oversees personnel issues and activities within PPCS including hiring, performance evaluations, and employee corrective actions as necessary. Ensures effectiveness of staff communication, continuous learning, quality improvement, and development strategies. Allocates PPCS workload and assigns tasks and programs to subordinate staff. Works with CPR senior leadership to coordinate activities to ensure consistency with CDPH and CPR missions and values. Analyzes ongoing and new program issues and keeps the PREB Chief informed of current activities and provides recommendations and proposed solutions to issues.

- 15% Oversees and facilitates training and technical assistance for public health and medical response plans, mutual aid system, and other related education efforts. Prepares materials for and delivers presentations and trainings about each plan to local health departments, other state agencies, external partners as requested. Coordinates Section activities with other Sections in the CPR to ensure a comprehensive approach to planning and training.
- 10% Travels to attend meetings and participates 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 necessary to maintain program knowledge and skills, workshops, conferences, and local site visits. Represents the PREB Chief, Assistant Deputy Director and Deputy Director at high-level meetings as needed.

#### **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-person in one of four CDPH Emergency Operation Centers, task forces, or other needs specific to the emergency or disaster. The incumbent may be required to report to the State Operations Center, Medical Health Coordination Center or other off-site locations depending on the needs of the response or as determined by CPR leadership. Incumbent may be needed to respond after hours and on weekends to support CDPH's Duty Officer Program and emergency response functions. The incumbent is required to participate on a 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.)

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| Supervisor's Name: | Date | Employee's Name: | Date |
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| Supervisor's Signature | Date | Employee's Signature | Date |
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**HRD Use Only:**

Approved By: DN

Date: 7/26