

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

DEPUTY DIRECTOR
Center for Healthy Communities,
California Department of Public Health

July 2026



The California Department of Public Health (CDPH) is recruiting an experienced, visionary executive to assist in leading our Center for Healthy Communities!

Come join one of the largest and most acclaimed state public health departments in the Nation to lead a team that is leading the way towards healthy communities and safe environments for all!

Who we're looking for:

A leader with integrity, vision, and a passion for public service. Someone who thrives in complexity, builds bridges across sectors, and is committed to making a lasting impact.

The Center for Healthy Communities Deputy Director serves as a member of the CDPH Senior Leadership Team and 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 ideal candidate:

- Ability to lead and align diverse programs and promote a positive team environment while encouraging collaboration.
- Ability to drive health equity policy and programming and possesses diplomatic skills with ability and experience in developing stakeholder relations.
- Able to present information to a wide range of audiences, including the media, legislature, state and federal agencies, universities, and other stakeholder groups.
- Knowledgeable in transformation leadership and the organization & functions of the California State Government, including the legislative and budgetary process.
- Able to adapt in changing priorities and direction.

The Deputy Director is responsible for providing leadership and oversight for a diverse set of public health programs spanning chronic disease prevention, environmental health, and occupational health. This includes providing programmatic and policy leadership over six Branches and one Office, uniting a team of over 250 dedicated professionals and overseeing a budget of approximately \$260 million.

The state of California offers a generous benefits package including a pension plan and some of the best medical, dental, and vision plans available.

CDPH is committed to achieving a diverse workforce through application of equal opportunity and nondiscrimination policies in all aspects of employment to create an environment that is welcoming to all individuals.

Apply by: 8/9/2026



CDPH works to protect people in the Golden State and helps shape positive health outcomes for individuals, families, and communities. CDPH programs touch the lives of everyone who calls California home, and the millions who visit each year.



The position is based in the beautiful San Francisco Bay Area out of the world renowned CDPH Richmond Laboratory.

For additional information on the application process, visit:

<https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=524035>