

DUTY STATEMENT

Employee Name:	Position Number: 580-353-0756-002
Classification: Environmental Program Manager I (Supervisory)	Tenure/Time Base: Permanent/Full-Time
Working Title: Exposure Prevention and Education Section Manager	Work Location: 850 Marina Bay Parkway, Bldg. P, 3 rd Floor Richmond
Collective Bargaining Unit: S10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch; Exposure Prevention and Education 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 to protect communities from harmful environmental exposures and improve the health of all Californians.

The incumbent works under the broad administrative direction of the Environmental Program Manager II, Branch Manager of the Environmental Health Investigations Branch (EHIB). The Environmental Program Manager (EPM) I, works with a multi-disciplinary team to plan, implement, and evaluate public health approaches to reduce environmental exposures.

As Section Manager of the Exposure Prevention and Education Section, the EPM I has oversight of the Community Health Education Unit and the California Breathing Unit. Section work includes activities to reduce community exposures from known and unknown environmental hazards, evaluate and reduce exposures from consumer products, and provides health education and outreach on surveillance and evidence-based strategies to reduce the burden of asthma in disproportionately impacted areas of the state.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: In-state travel, including overnight travel, may account for up to 5% of duties.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40%** Supervises and provides administrative guidance to section staff on a day-to-day basis, sets section priorities, reviews and revises section materials prior to submission to the Branch Manager for approval, and works toward continual professional improvement of section staff through evaluation, mentoring, and training. Works closely with the Branch Manager and Unit Supervisors to set section priorities regarding the scope and direction of exposure reduction activities.
- 35%** Works closely with Unit Supervisors to administer and fulfill requirements of respective federal cooperative agreements, including review and approval of grant applications, reports, and other associated deliverables prior to submission to upper management. The incumbent supports the translation of research findings into applied public health approaches to reduce exposures to environmental hazards and contaminated consumer products and improve health outcomes. The incumbent works with federal, state, local, and other stakeholders to build partnerships that support program goals and CDPH's strategic goals of health equity and environmental justice; works to make scientific program findings understandable, meaningful, and actionable by impacted communities; and oversees risk communication activities.
- 20%** Provides technical expertise to EHIB and CDPH related to health assessment and community exposures; community outreach, education, and participation; and risk communication strategies. The incumbent reviews proposed legislation; assists in responding to media and Public Record Act requests; assists with the preparation of reports and bill analyses; and represents and serves as a spokesperson for CDPH at public meetings as needed. The incumbent also conducts presentations to State and national public health experts, academia, professional organizations, and the community.

Marginal Functions (including percentage of time)

- 5%** Performs 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 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

HRD Use Only:

Approved By: CB

Date: 07/2026