

DUTY STATEMENT

Employee Name:	Position Number: 580-810-4801-909
Classification: Supervisor II	Tenure/Time Base: Permanent/Full-time
Working Title: Section Chief	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Public Policy & Prevention Division	Branch/Section/Unit: Regulation Development Branch/ Regulation Writing 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 supports the California Department of Public Health's (CDPH) mission and strategic plan by coordinating the day-to-day supervision and management of the Regulations Writing Section. The incumbent coordinates the development of responses to the public related to the Licensing regulations. The incumbent advises the Public Policy and Legislative Branch Chief on ways to structure licensing regulations to meet all legal requirements of the Administrative Procedures Act, as administered by the Office of Administrative Law (OAL). The incumbent attends meetings with key stakeholders, legislative staff and others at the request of Public Policy and Legislative Branch Chief to provide guidance in the development of writing and explain regulatory issues. The incumbent coordinates with the Department's Office of Regulations on the structure and formatting of regulations

to ensure OAL approval. The incumbent provides detailed technical assistance and direction to Public Policy and Legislative Branch managers and analytical staff on the implications of regulatory proposals. 5% Travel is required.

The incumbent works under the general direction of the Manager II (M II)

Teleworking may be available for this position, in accordance with CDPHs Telework Policy and Procedures.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Directs the development of writing for the Center. Reviews and ensures accuracy of difficult, technically complex and politically sensitive regulation packages for conformity with CDPH policies and the California Administrative Procedures Act requirements for adopting, amending and repealing regulations. Provides knowledgeable guidance in the development of writing and oversees coordination with the department's Office of Regulations to ensure Office of Administrative Law approval. Provides detailed technical assistance and direction to Public Policy and Legislative Branch managers on the implications of regulatory proposals. Reviews and provides recommendations on proposed regulations, legislation and operational procedures related to enforcement, certifications, and license applications activities.
- 30% Oversees the Regulations Analytics and Regulations Writing Units on their duties related to the development of writing for the Licensing and Certification Program. Assigns and provides direction for regulations developed by staff. Reviews and ensures accuracy of difficult, technically complex and politically sensitive regulation packages for conformity with Department policies and the California APA requirements for adopting, amending and repealing regulations. Ensures that Program regulations comply with the Administrative Procedures Act standards of clarity, necessity, authority, reference, duplication of any other federal or state statute or regulation, and consistency with all other applicable laws. Monitors the development of operational policies to support district office functions and the publication of facility notifications. Oversees the development and monitoring of program standards to ensure the program is effectively achieving workload in an accurate and timely manner.
- 20% Determines section priorities, plans and organizes work to meet program deadlines and directives of the Public Policy and Legislative Branch Chief. Creates project plans and monitors staff progress for long term assignments. Makes decisions on difficult and critical policy issues related to Licensing and Certification program oversight with the assistance of the

Public Policy and Legislative Branch Chief. Advises the Public Policy and Legislative Branch Chief on the need for regulatory action and assesses the impact of the proposed regulations. Conduct hiring interviews, complete hiring packages, and other personnel actions as necessary. Provide supervision and support to the SSM Is on personnel, staff development, and other issues as they arise.

- 10% Represents the Licensing and Certification Program in meetings with health facility industry associations and interest groups with adversarial positions regarding regulatory packages that are subject to intense scrutiny. The SSM II will maintain professionalism while representing the department in contentious situations.

Marginal Functions (including percentage of time)

- 5% Participates in meetings with the program's managers, district administrators, and consultants, and provides management with information, status reports, and other data to enable them to perform their assigned functions.
- 5% Performs other work-related duties as assigned. Participates and conducts meetings with consumer advocates and providers of health care related to state and federal policy issues. Functions as the Public Policy and Legislative Branch Chief in his/her absence.

☒ 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: Braden Oparowski	Date 4.30.2025	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: DS
Date: 8/21/26