

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-402-4802-909
Classification: Manager II	Tenure/Time Base: Permanent / Full-Time
Working Title: Branch Chief	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS / HIV Care Branch

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 and is responsible for the day-to-day administrative and management operations of the Branch. The Manager II plans, organizes, and evaluates the work of a multi-disciplinary professional, technical, and support staff including direct supervisions of two Supervisor IIs and one Health Program Specialist II. The Branch Chief leads the development and implementation of program policy, priorities, and long-term strategies, ensuring alignment with Department, Statewide, and Federal public health objectives.

Ensures effective coordination across OA Branches and with local, State, and Federal partners to advance consistent, equitable, and data-driven HIV care services throughout California. The incumbent exercises a high degree of independent judgment, provides authoritative guidance on complex program

and policy issues, and oversees Branch-level fiscal, operational, and personnel management activities.

The incumbent works under the general direction of the Office of AIDS (OA) Office Chief.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: This position requires up to 20 percent travel.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Oversees the management and coordination of the activities of the Care Program Section and the Special Programs Section ensuring program goals, objectives, and activities are strategically aligned with OA priorities. Plans, organizes, assigns, and directs work through guidance for the Branch staff; integrates the activities of the Branch care programs with other state, local, and federal public health agencies, HIV stakeholders and other OA Branches within the Office to ensure consistency with emergent HIV disease and care principles/practices as well as Department, Statewide, and National objectives; works with the ADAP and Care Evaluation and Informatics Branch and the Surveillance and Prevention Evaluation and Reporting Branch to ensure that program activities are supported by the best available data and optimally designed to ensure viral suppression of people living with HIV in California.; Directs and oversees the analysis and interpretation of laws, regulations, legislation, and federal guidance affecting the HIV care and housing services, ensures Branch compliance with statutory requirements; identifies needed policy adjustments or program redesigns. Advises the Office Chief on the policy impacts and administrative implications of proposed legislation and regulatory changes; prepares policy recommendations to support statewide HIV care and housing goals. Interprets program and provides technical assistance to Legislators, the Legislative Analyst's Office, Department of Finance, and other Department staff.
- 30% Provides executive management and oversight of Branch fiscal operations, including budget planning, expenditure monitoring, allocation adjustments, and multi-fund management to support complex HIV care programs. Conceives, develops and reviews annual Branch budgets, Budget Change Proposals (BCPs), concept papers, fiscal analyses, and other financial documents, ensures fiscal strategies support program priorities and operational needs. Makes recommendations to the Office Chief on funding allocations for new and existing HIV care projects; edits and submits funding applications to federal and other agencies for the development or expansion of activities in relation to care. Conducts ongoing workforce and resource-utilization analyses to ensure appropriate staffing levels, operational efficiencies, and equitable distribution of responsibilities across Sections. Directs personnel management activities within the Branch, including recruitment, hiring, performance management, training, coaching, and approval of corrective and disciplinary actions. Establishes workflows, internal controls, performance measures, and accountability systems to ensure efficient Branch operations

25% Serves as the Branch’s primary representative at onsite and offsite meetings, conferences, advisory groups, stakeholder forums, and interagency workgroups, conveying Branch priorities and ensuring consistent messaging across partners. Negotiates and resolves complex, sensitive and high visibility issues related to HIV care program implementation funding, stakeholders concerns and service delivery challenges involving government agencies, elected officials, advocates, service providers, and community groups. . Builds and maintains collaborative relationships with internal and external partners to support statewide HIV care initiatives, advance equity, and ensure program responsiveness to community needs. Oversees preparation, editing, and approval of reports, public documents, policy papers, guidance materials, and grant/funding documents, ensuring they are accurate, clear, and reflective of Branch direction. Provides authoritative program information to the media (when appropriate), community organizations, governmental bodies, and CDPH leadership, in coordination with CDPH communications processes.

Marginal Functions (including percentage of time)

5% Performs other Manager II-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

HRD Use Only:

Approved By: E.L.

Date: 08/28/2026