

DUTY STATEMENT

Employee Name:	Position Number: 580-810-4801-XXX
Classification: Supervisor II	Tenure/Time Base: Permanent/Full time
Working Title: Section Chief	Work Location: 1616 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: Public Policy and Legislative Branch/Legislation and Special Projects 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 organizing, planning, coordinating, and directing the activities of two Supervisor I's engaged in policy development, special projects, and related support for the Center.

The Supervisor II possesses a thorough knowledge of the licensing and certification process, state and federal regulations, and division/departamental policies and procedures, (e.g., Health and Safety Code, Government Code, Welfare and Institutions Code, Code of Federal Regulations, Business and Professions Code, Federal Register, State Operations Manual, Title 22 of the California Code of Regulations Division 5, and the Center Policy and Procedure Manual).

This position provides oversight for the units responsible for analyzing legislation affecting the facilities, entities and professionals licensed and certified by the Center for Health Care Quality and implementation activities associated with newly passed legislation.

The incumbent works under the general direction of the Manager II.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Directs the analysis of all bills and legislative proposals affecting the Center. Participates in meetings with authors, sponsors, and advocates. Makes decisions on difficult and critical policy issues related to legislation and licensing and certification oversight with the assistance of the branch chief. Reviews and ensures the quality of work products developed by section staff.
- 35% Directs the implementation of newly chaptered legislation and initiatives within the Center. Provides oversight and direction for implementing new initiatives and developing relevant policy documents. Provides knowledgeable guidance in the development implementing public health programs. Provides detailed technical assistance and direction to Branch managers regarding the implications of implementing statutory changes. Reviews and provides recommendations on proposed legislation and operational procedures related to enforcement, certifications, and license applications activities. Participates in meetings with consumer advocates and providers of health care related to state and federal policy issues
- 15% Determines section priorities, plans and organizes work to meet program deadlines and directives of the Policy and Legislative Branch Chief. Monitors staff progress to ensure adherence to project plans for long term assignments and that the program is effectively achieving workload in an accurate and timely manner. Makes decisions on difficult and critical policy issues related to Licensing and Certification program oversight with the assistance of the Branch Chief. Conduct hiring interviews, complete hiring packages, and other personnel actions as necessary.
- 10% 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. Represents the Center for Health Care Quality in meetings with health facility industry associations and interest groups and maintains professionalism while representing the department in potentially contentious situations

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required. 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:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: DS

Date: 9/2/26