

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-421-4801-002
Classification: Supervisor II	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant Branch Chief	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Infectious Diseases 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 by serving as the Assistant Branch Chief of the Infectious Diseases Branch (IDB). Through its four sections (Disease Investigations, Veterinary Public Health, Surveillance and Statistics, and Vector-Borne Disease), IDB staff are responsible for surveillance, investigation, prevention, and control of communicable diseases of public health importance. IDB is headquartered in Richmond/Sacramento with additional staff located in five field offices statewide.

The Assistant Branch Chief ensures that program activities are scientifically sound, operationally efficient, and aligned with departmental priorities, legislative mandates, and emerging public health needs. The incumbent collaborates closely with Section Chiefs, statewide field offices, executive

leadership, and external partners, providing expert guidance on complex, sensitive, and high-impact communicable disease issues. The incumbent provides leadership, operational oversight, and administrative direction to ensure statewide communicable disease prevention and control activities are effectively planned, coordinated, and executed. Supports and shapes statewide efforts by overseeing program planning, personnel management, fiscal operations, and policy development.

The incumbent works under the general direction of the Public Health Medical Administrator I, Branch Chief of the Infectious Disease Branch.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Assists the Branch Chief in planning, organizing, and directing work of a multidisciplinary staff of professional, technical, and administrative staff through four subordinate supervisors (one Public Health Medical Officer and three Research Scientist Supervisors) in the development, integration, evaluation, and implementation of highly complex and sensitive program and policy issues. Provides expert technical and administrative advice and consultation in all areas of responsibility and personally assists in the identification, analyses, and resolution of the most complex, controversial, and/or sensitive issues that could result in severe financial or program consequences to any of IDB's statewide programs. Clarifies strategic oversight responsibilities and coaching of subordinate supervisors.
- 20% Directs and oversees the fiscal management of IDB funds; plans, coordinates, and approves Branch expenditures; develops revenue projections; negotiates reimbursement, interagency and external contracts and grants. Streamlines fiscal oversight and removes redundant budgeting language annual program budgets, budget change proposals (BCPs), and other state and federal fiscal documents. Develop responses to legislative and other state agency inquiries during the state budgetary process.
- 20% Assists the Branch Chief in developing short- and long-term plans and policies regarding organizational structure, staff selection, work assignments, staff development, and training needs. Conducts a continuing analysis and evaluation of personnel and other resource allocations and utilization in relation to each Section within IDB. Directs and oversees all personnel issues and activities including recruitment and hiring, identifying and implementing affirmative action goals. Establishing exam priorities and directing subdelegated civil service exams and reviewing and approving employee corrective and disciplinary actions. Adds explicit supervisory accountability for performance evaluations and EEO compliance.

- 15% Reviews and oversees the timely submission of all legislative reports, controlled correspondence, and bill analyses. Makes recommendations on the Department's position for proposed legislation affecting Branch programs and oversees staff activities relative to IDB's advisory boards/committees which act as consultant bodies to the Department. Clarifies accuracy and timeliness expectations for legislative analyses.
- 5% Represents the Branch in meetings with representatives from within the Department and other State agencies, such as the Department of Finance, Health & Human Services, or the Legislature, as well as with health officials representing local and federal agencies. As a result of these meetings, makes recommendations to the Chief on policies and regulations involving communicable disease control matters. Adds stakeholder engagement and interagency coordination responsibilities.

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 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: 09/14/2026