

DUTY STATEMENT

Employee Name:	Position Number: 580-440-4800-909
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Operations and Program Support Unit Chief	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/ Division of HIV, HCV, and STIs/ Office of STIs and HCV	Branch/Section/Unit: Disease Intervention Section/Operations and Program Support Unit

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 providing leadership, coordination, and supervision within the Disease Intervention Section's Operations and Program Support Unit (OPSU).

The Supervisor I oversees operational functions that strengthen statewide disease intervention capacity, including training coordination, partner services support, outbreak response administration, grant-related activities, and testing program operations. The incumbent provides direct supervision, guidance, workload management, and professional development to the OPSU, ensuring high-quality

work performance and alignment with CDPH objectives.

The incumbent works under the general direction of the Public Health Medical Officer III Supervisor, Chief of the Disease Intervention Section (DIS).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Provide comprehensive supervision to OPSU staff by overseeing daily work activities, setting performance expectations, and conducting probationary and annual evaluations in accordance with CDPH policies and procedures. Assign and monitor workloads, analyze incoming requests, and adjust priorities to meet Section and Unit deadlines, ensuring work is completed efficiently and at the expected quality level. Conduct regular workload assessments, provide coaching and mentorship to strengthen staff skills, identify training needs, and recommend professional development opportunities. Ensure quality assurance of work products and maintain oversight of administrative functions so deliverables meet CDPH standards. Apply progressive disciplinary processes when necessary, fostering a supportive, equitable, and inclusive work environment consistent with CDPH values.
- 35% Oversee OPSU operations related to statewide training coordination, logistical planning, partner services support, and Section administrative workflows. Provide expert guidance on practical implementation of state-approved surveillance and case management programs to support accurate program delivery. Direct staff in developing communications, preparing correspondence, coordinating statewide training events, and documenting processes to ensure materials are complete and consistent with DI Section priorities and state and federal guidelines. Ensure operational consistency across OPSU by collaborating closely with other DI Section units to streamline workflows, support grant-related activities, and strengthen cross-unit coordination for improved efficiency.
- 25% Provide technical guidance to local health jurisdictions, community-based organizations, and internal CDPH programs regarding testing coordination, partner services activities, disease intervention protocols, and federal and state requirements. Collaborate across Sections—including Surveillance, Epidemiology, Assessment and Evaluation, Program Development, and Business Operations Support—to support Unit initiatives and promote consistent interpretation and application of program requirements. Facilitate communication among jurisdictions to share best practices and ensure uniform implementation of policies and procedures, contributing to coordinated and effective disease intervention activities statewide.

- 10% Represent OPSU and the DI Section at meetings, conferences, interagency workgroups, and strategic planning sessions to provide operational insight and maintain alignment with broader CDPH priorities. Build and maintain effective working relationships with federal, state, local, and community partners to support statewide disease intervention operations. Respond to urgent operational requests, support surge-capacity needs, and provide coverage for other DI Section managers during absences or emergent response situations to ensure continuity of essential public health functions.

The headquarter location will be determined based on the location of the most qualified candidate. Available headquarter locations for this position:

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway Richmond, CA 94804
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue Sacramento, CA 95814
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	

Marginal Functions (including percentage of time)

5% Perform other Supervisor I duties as assigned.

☐ 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: JC

Date: 09/18/26