

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-520-8428-014
Classification: Health Program Manager II	Tenure/Time Base: Permanent/Full-Time
Working Title: Section Manager, California Home Visiting Program (CHVP) Program Development and Implementation Section	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): YES
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Child and Adolescent Health Branch / CHVP, Program Development and Implementation 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 overseeing a critical state program that provides support to pregnant and parenting people and their families through strategies that improve maternal and child health and wellbeing and promote child development and school readiness. The position promotes health and wellness, incorporates health equity strategies in programs and practices, and mobilizes partnerships to strengthen collective impact.

The incumbent works under the general direction of the Manager of the Child and Adolescent Health (CAH) Branch within the Maternal, Child and Adolescent Health (MCAH) Division. The Health Program Manager (HPM) II is responsible for the oversight of the California Home Visiting Program (CHVP), Program Development and Implementation (PDI) Section. The incumbent will oversee the areas of program planning and implementation, personnel, budgets, management analysis and program monitoring. The HPM II plans, organizes, and directly supervises and monitors the work of a multi-disciplinary team of professional, technical and support staff. Using knowledge of program policy development, program planning and implementation, the incumbent will provide programmatic and managerial leadership in the coordination of all CHVP PDI activities including daily operations and future planning. The incumbent will provide leadership to all PDI staff working with local agencies implementing and monitoring the statewide home visiting program including the oversight of technical assistance, continuous quality improvement, site status reports, performance reports, information dissemination and reporting, development of scopes of work, policies, procedures, and partnership building related to the CHVP. Up to 10% regional travel may be required.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Oversees and leads the planning, development, and implementation of the complex statewide programming within the CHVP PDI Section. Directs and supports the selection of local grantees and contractors, administration of funds, provision of technical assistance to local agencies, fiscal and programmatic monitoring, and data-driven quality improvement. Provides administrative oversight in the policy, managerial, and technical aspects of the CHVP. Manages funding and grants, as needed, ensuring the appropriate use of funds and compliance with requirements. Develops systems and strategies that promote health equity in all programmatic and administrative activities. Integrates these activities with other state, local, and federal public health efforts to ensure consistency with the goals of the Department, state and federal regulations and policies, and the objectives of the CHVP.
- 30% Manages, supervises, and provides overall leadership for the CHVP PDI section. Performs diverse management responsibilities such as: supervision of a multi-disciplinary team of staff, which includes, personnel recruitment, hiring, training and development, coaching/mentoring of staff and progressive discipline, when needed; setting goals and priorities; conducting staff meetings; delegating responsibilities; reviewing staff work for accuracy and completeness; and monitoring activities for quality and compliance with laws, rules, and state and federal requirements. Serves as a member of the Division Management Team and keeps the Branch Manager informed about new and on-going projects.

- 15% Plans, develops, and oversees the timely submission of legislative analyses, reports, and regulations relating to CHVP issues and advises on policy implications both within and outside the Department. Stays abreast of emerging issues, new research and the evidence supporting home visiting. Takes responsibility for special projects crossing program lines, as assigned by the Branch Chief, and developing program policy regarding those assignments. Responsible for editing and reviewing reports, issuing memoranda, responding to drills, creating position papers, budget change proposals, press releases, controlled correspondence, bill analyses, presentations, articles for publication and others, as needed.
- 15% Collaborates internally with the CHVP, program team and the program evaluation, epidemiology, communication, and administrative teams at MCAH to pursue the goals of the Section, Branch and Division. Builds partnerships with state and local government and community-based partners working to improve family and child health. Provides consultation and interpretation of program policy to other divisions, programs, and various task forces and committees. Represents CHVP with stakeholders, including local agencies, and advocates, in working to achieve consensus on program goals, policy issues, and program operational issues. Negotiates sensitive and complex issues with public constituents. Prepares and gives presentations at conferences and meetings.

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: LaJuana Thompson

Date: 10/28/2025