

DUTY STATEMENT

Employee Name:	Position Number: 580-810-4802-909
Classification: Manager II	Tenure/Time Base: Permanent/Full time
Working Title: Regulations Branch Chief	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Public Policy & Prevention Division	Branch/Section/Unit: Regulations Development 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 an adviser to the deputy director on policy issues facing the program, particularly with regard to development of regulations, and on matters involving other government agencies.

The incumbent works under the administrative direction of the C.E.A. (B)

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% Under the executive guidance of the Chief of Public Policy and Prevention, exercises broad independent judgment and action. The incumbent identifies policy and administrative issues that merit priority attention and takes independent action. The incumbent works with affected stakeholders such as health facilities' industry groups, patient advocates, the U.S. Department of Health and Human Services, the Office of the Inspector General, legislative representatives, the Governor's Office, the Health and Human Services Agency, and other entities within and outside the department to identify and analyze options and develop recommended approaches. The branch chief keeps the Deputy Director and Chief of Public Policy and Prevention apprised of significant developments as they occur and solicits their input to ensure coordination with departmental and administration policy perspectives and priorities. Incumbent serves as the primary adviser to the Chief of Public Policy and Prevention on policy issues regarding the activities for which the branch chief is responsible.
- 35% Plans, organizes, and directs the work of the component sections of the branch. The responsibilities of the Regulations Development Sections include development of regulations affecting the facility and provider types licensed and certified by CDPH. Interpretation of policy received from the federal Centers for Medicare and Medicaid Services (CMS), promotion of patient safety and the improvement of the quality of care provided by health facilities and providing mandated reports to the Legislature. The responsibilities of the Regulations Development Section include developing complex regulation packages for all of the facility, entity and healthcare workers regulated by the Center for Health Care Quality. This includes conducting stakeholder engagement, research, analysis, development of all components of the regulations included the fiscal and economic analysis and response to public comments pertaining the regulations.
- 25% Makes presentations related to public health policy as well as presentations to providers, stakeholders, and advocates related to policy development and implementation. Provides specific information related to public health policy trends, research studies, and regulation development. Serves as the primary point of contact between the program and CDPH's Office of Legal Services, the Office of Regulations, representatives of other California state departments, state and federal auditors, and representatives of other states. Personally conducts special projects that are highly sensitive or subject to controversy and serves as regulations hearing officer. Oversees the development and presentation of information at meetings and conferences.

Marginal Functions (including percentage of time)

5% Performs other work-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: DS

Date: 9/22/26