

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-630-9925-001
Classification: Supervising Program Technician II	Tenure/Time Base: Permanent / Full-Time
Working Title: Supervising Program Technician II	Work Location: 1500 Capitol Ave; MS 7610 Sacramento, CA 95814
Collective Bargaining Unit: S04	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Radiation Safety and Environmental Management	Branch/Section/Unit: Radiologic Health Branch / Certification Section / Certification 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 supervising the work of staff who provide information and assistance regarding the certification of X-ray imaging in accordance with the California Code of Regulations, Title 17 and Health and Safety Code.

The Supervising (Sup.) Program Technician (PT) II is responsible for planning, organizing, and directing the work of PT staff in the Certification Support Unit; assigning and prioritizing work; reviewing work products and services; determining appropriate actions; and providing guidance and

training to unit staff. The incumbent conducts interviews to select candidates for hire, responds to leave requests, and completes employee performance evaluations. The Sup. PT II coordinates the unit's workflow and processes, and develops and maintains records related to workload, production, statistics, personnel, and supplies.

The incumbent works under the general direction of the Supervisor I, Certification Support Unit Chief.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% overnight travel may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% **Management and Oversight:** Supervises and monitors the workload assigned to PT staff in the Certification Support Unit. Works closely with supervisors in the Radiologic Health Branch (RHB) Database Support Unit to ensure applications with verified fees are received and properly reviewed. Supervises and monitors the review of applications for the medical professional certification program. Ensures that information and notification letters provided to physicians, technologists, technicians, and other individuals regarding certification are accurate and comply with the California Code of Regulations, Title 17. Monitors the processing of examination results for medical professionals assigned to PT staff to ensure completion within the required regulatory timeframe.
- 35% **Administration and Compliance:** Develops and maintains knowledge of certification rules, regulations, and policies. Implements and maintains unit procedures to ensure accurate and complete entry and reporting of certification data. Assigns and delegates work to staff. Oversees the development and maintenance of unit records, policies, and procedures to ensure alignment with unit expectations. Maintains effective oral and written communication skills. Provides consultation to physicians, technologists, hospital and clinic staff, and members of the public regarding compliance with applicable regulations.
- 15% **Supervision and Staff Development:** Responds to management requests and ensures they are fulfilled in a timely and accurate manner. Provides guidance and training to PT II staff. Completes probation reports for new employees and ensures Individual Development Plans and performance evaluations are completed annually thereafter.

Marginal Functions (including percentage of time)

- 5% **Database Management:** Evaluates Health Application Licensing database practices and, as appropriate, recommends improvements to the Certification Support Unit Chief.

5% **Other:** Attends biannual Radiologic Technology Certification Committee meetings and provides administrative support. 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: Nathalia Klyn

Date: 10/21/2026