

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-402-4801-006
Classification: Supervisor II	Tenure/Time Base: Permanent / Full-Time
Working Title: Section 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 HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS/HIV Care Branch / Care Program 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 serving as the Chief of the Care Program Section within the HIV Care Branch, California Department of Public Health, Center for Infectious Diseases, Division of HIV, HCV, and STIs, Office of AIDS (OA).

The Supervisor II provides second level supervision through a Health Program Manager I and one Supervisor I. Plans, organizes, supervises, and oversees a multi-disciplinary team responsible for implementation of the administration of the statewide Ryan White HIV/AIDS Program (RWHAP) Part B. RWHAP Part B provides medical, support, and housing services that support the care of Californians living with HIV. Performs and/or guides staff in the development of highly technical and politically sensitive HIV-related policies, funding allocations, and short- and long-term strategies, exercising a

high degree of independent judgement to address the ongoing care and support needs of Californians living with HIV. Collaborates with the HIV Care Branch Chief and other senior managers and staff throughout the OA to integrate relevant epidemiologic and program evaluation data, treatment, and insurance continuation programs administered by the AIDS Drug Assistance Program (ADAP) Branch, HIV prevention and testing technology, and state and national legislative, regulatory, and policy issues with the work of the HIV Care Branch. Performs all aspects of supervision related to timekeeping, progressive discipline, staff development, etc. This position requires statewide travel up to ten percent of the time.

The incumbent works under the general direction of the HIV Care Branch Chief.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: This position requires statewide travel up to 10 percent of the time.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Works with Care Operations Unit and Care Business Unit chiefs to implement the HIV Care Program. Guides and assists the development and implementation of statewide policies and allocation processes, evaluates and oversees local assistance and State support budgets and contracts for RWHAP. Plans and distributes workload, sets priorities, ensures staff work is completed, and participates in strategic planning and process improvement. Coordinates and assists management and specialists in the development of annual and other interim mandated reports. Oversees the implementation and monitoring of fiscal and programmatic accountability systems including, ensuring that supervisors and staff carry out compliance monitoring, invoicing and fiscal tracking, contract oversight, and data reporting. Directs and approves development of policy memos, contracts and grants as needed.
- 25% Facilitates OA's submission of the federal RWHAP Part B grant applications and subsequent non-competitive continuation reports. Coordinates budgeting and federal reporting for the RWHAP Part B grant including, but not limited to, the Program Terms Reports, the Annual Progress Report, the Consolidated List of Contractors, and the Ryan White Services Report. Ensures submission of required federal reports through the Health Resources and Services Administration's Electronic Handbooks delegating operational tasks to appropriate staff. Collaborates with OA's Support Branch, the ADAP Branch, Care Housing Unit, and the Care Evaluation and Monitoring Section on grant management activities. Provides oversight and strategic direction for grant management activities performed by subordinate staff.
- 15% Oversees and provides guidance and supervision to subordinate staff, through leadership, setting program priorities and objectives, promoting professional development, and responding to staff concerns. Hires, trains, and evaluates individual work performance, effectively utilizes preventive, corrective, and adverse action as appropriate, performs all attendance-related

functions, and otherwise manages and motivates employees. Collaborates with the Department's Human Resources, Labor Relations, and the Office of Civil Rights as needed. Provides ongoing coaching to subordinate supervisors to ensure consistent application of departmental policies and supervisory best practices. Establishes performance standards and ensures accountability for meeting program objectives.

- 15% Attends meetings and represents the Department, OA, and programs on various task forces and planning groups. Oversees and guides staff in the development of legislative analyses/proposals, issue papers, requests for application/proposal, budget change concepts/proposals, programmatic and fiscal drills, etc. Represents the Branch in high-level meetings, advising executive leadership on program impacts, policy implications, and resource needs.

Marginal Functions (including percentage of time)

- 5% Performs other Supervisor II-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: 10/27/2026