

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-405-4800-013
Classification: Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: PrEP-AP Unit Chief	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	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 / AIDS Drug Assistance Program Branch / PrEP-AP and Strategic Projects Section / PrEP-AP 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 advancing health equity and strategic planning goals and objectives and to promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The Supervisor I oversees and manages the administration and oversight of the Pre-Exposure Prophylaxis Assistance Program (PrEP-AP) which provides assistance to eligible individuals who cannot afford medication and medical services for the prevention of HIV. Provides first level supervision of the unit and is responsible for its administration and all development and implementation

activities. The Supervisor I works with staff to develop and implement standards for operation, evaluation, and the provision of technical assistance, and interacts with various levels of government, community-based HIV prevention and care providers, and other public and private entities. Advises ADAP Branch management on policy, programmatic, and fiscal issues, and performs the complex and sensitive work as needed. The Supervisor I understands and uses programmatic and surveillance data to assess the status of HIV and sexually transmitted infection (STI) epidemics, identifies strategies and actions to reduce new HIV and STIs cases addresses health inequities that result in disproportionate disease burdens among marginalized demographic groups, and aligns and mobilizes resources and stakeholders to achieve goals.

The Supervisor I works under the direction of the PREP-AP and Strategic Projects Section Chief as Chief of the PrEP-AP Unit.

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 Spanish.
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% **Staff supervision.** Supervises, monitors, and oversees work activities for staff responsible for the PrEP-AP and program operations analysis. Directly supervises and evaluates all staff activities and work performance. Sets expectations and deadlines, ensures the work supports the vision of the unit, and is guided by the principles set out in federal and state funding opportunities. Provides leadership to staff in order to identify program priorities and objectives, promoting professional development, and responding to staff concerns. Hires, trains, and motivates staff. Evaluates individual work performance, effectively uses preventative, corrective, and adverse action as appropriate, and manages employees; collaborates with the Department's Human Resources Branch, Labor Relations Office, and the Office of Civil Rights. Routinely analyzes personnel and other resource needs and allocation of the unit. Monitors and approves unit staff attendance/leave, conduct annual staff performance appraisals, initiate and approve staff training and development plans. Responsible for developing, revising, and finalizing staff duty statements, overseeing recruitment and hiring, ensuring training and competency among staff. Develops, reviews, and rewrites duty statements to ensure they reflect the diverse needs of OA. Oversees recruitment and hiring practices by ensuring that hiring efforts are equitable, diverse, and inclusive. Ensures that staffing resources are reflective of the communities being served by OA funded programs. Cultivates a team culture of diversity, inclusion, and mutual support.
- 25% **PrEP-AP technical and programmatic support.** Manages daily operations of the PrEP-AP. Coordinates with local health jurisdictions, agencies, and enrollment sites to facilitate enrollment of eligible clients into PrEP-AP. Serves as a subject matter expert and advises and collaborates with OA management, PrEP-AP advisors, community stakeholders, state and federal staff, and

healthcare providers in the areas of PrEP-AP requirements and health and safety code pertaining to PrEP-AP. Responsible for the oversight of PrEP-AP advisors reviewing new PrEP-AP enrollment site and clinical provider applications. Responsible for the oversight of PrEP-AP contractors. Reviews new and existing PrEP-AP client applications, including analyzing client application packets and verifying client eligibility. Develops, plans, and approves marketing plans to promote PrEP-AP services. In conjunction with the PrEP-AP contractors, ensures that PrEP-AP clients receive appropriate, high- quality enrollment services; ensures program makes payment for medication on the PrEP-AP formulary; and ensures clients receive payment assistance for PrEP-related medical out-of-pocket expenses. Ensures that PrEP-AP applicants are appropriately screened for other third-party payers before enrollment in PrEP-AP. Ensures adequate training of contractor staff, by working closely with the training unit and enrollment workers. Oversees the monitoring of enrollment systems and enrollment sites to ensure that eligible clients are served in a timely manner. Works closely with the PrEP-AP contractors on claim issues and access issues. Works with the ADAP Eligibility Operations Section Chief and ADAP contractors to solve any problems associated with service delivery, enrollment, and provisions of accurate data. Maintains and stays current on the key contacts with medication manufacturers' copayment assistance programs and the Patient Assistance Program for PrEP. Is an expert on the requirements of assistance programs and monitors for any changes in requirements for eligibility.

- 25% **Program leadership and implementation.** Supervises and oversees ADAP Enrollment Systems change initiatives, including the development of standard operation procedures, policy development and integration, and coordination with ADAP Branch contractors and internal and external stakeholders. Advances racial equity, climate and economic justice, diversity, and inclusion in approach, processes, policies, and deliverables while also supporting the work of addressing the challenges and racial inequities, stigma, and medical mistrust facing persons who inject drugs, young gay and bisexual persons, and cis- and trans- gender persons of color.
- 10% **Policy management and development.** Maintains current knowledge of federal HIV/AIDS guidelines by routinely reviewing updates from authoritative sources, including Center for Disease Control and Prevention, Health Resources Services Administration, and U.S. Department of Health and Human Services. Subscribes to relevant listservs, policy updates, and technical assistance communications; participates in webinars, trainings, and stakeholder meetings; and integrates updated guidance into program operations and strategic initiatives. Monitors development of new drugs used to prevent HIV with the intent of potential changes or additions to the PrEP-AP formulary, including the development of related issue papers for departmental consideration. Stays current and informed on new trends, regulations, and legislation affecting the ADAP Branch. Stays up to date on all federal and state related programs and initiatives, such as Ready, Set PrEP and the Ending the Epidemics. Develops strategic work plans and goals and objectives to ensure that unit staff meets department, state and federal guidelines. Creates and updates PrEP-AP processes, policies, procedures, and guidelines. Ensures client eligibility requirements are communicated and monitored to the network of PrEP-AP enrollment workers and PrEP-AP advisors. Leads various PrEP-AP workgroups implementing new program enhancements, and changes to, program policy and procedures. Works with internal and external stakeholders, including various branches within the Office of AIDS with regard to program coordination on PrEP-related initiatives, including but not limited to PrEP navigation efforts and HIV and aging initiatives.

Marginal Functions (including percentage of time)

5% Responds to inquiries from the OA Division Chief, the Department Director's Office, the California Health and Human Services Agency, the Governor's Office, the Legislature, advocacy organizations, local HIV prevention and care program providers, and individuals enrolled in PrEP-AP.

5% Performs other Supervisor I 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