DUTY STATEMENT

Employee Name:	Position Number: **580-821-4800-003**
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Chief of the Staffing Audits Unit (B)	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality, Licensing and Certification	Branch/Section/Unit: Healthcare Workforce Branch/Staffing Audits Section A, Staff Audits Unit B

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 this position serves as a Chief of the Staffing Audits Unit (A) in the Staffing Audits Section. The position supervises staff performing staffing audits in long-term care facilities, quality assurance reviews and staff responsible for a variety of tasks in support of the Section. The Supervisor I (Sup I) is responsible for personnel-related issues such as travel claims, state vehicle acquisition and maintenance, attendance forms, performance evaluations, work and leave scheduling, discipline, etc., but is also responsible for assisting field staff with logistical issues arising from interactions with health facilities and Licensing and Certification (L&C) District Offices. Extensive State of California – Health and Human Services Agency California Department of Public Health travel of up to two days

per week, with some overnight stays may be required. The Sup I will also be responsible for day-to-day tasks associated with managing the workload of the Staffing Audits Unit (B). This includes assisting with the preparation of contracts, reports to internal and external entities such as departmental offices, other State agencies, the Legislature, universities, and the media.

The incumbent works under the general direction of the Supervisor II (Supervisory), Chief, Staffing Audits Section.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

45% Responsible for providing day-to-day management direction to staff with data collection, processing, and quality assurance review responsibilities, as well as for planning, organizing, directing and monitoring the work of the Unit which is responsible for performing on-site staffing audits and quality assurance management reviews to determine their compliance with the required 3.5 and/or 2.4 (CNA) Direct Care Service Hours Per Patient Day (DHPPD) requirements in long-term care facilities, preparing for non-compliant administrative hearings with the Office of Legal Services, as well as providing copies of staffing data to the Department. Staffing data will regularly be analyzed and the results used to enhance local and state surveillance and provide input into initiatives designed to improve public health for the populations served by licensed/certified facilities and staff. The Sup I manages personnel-related issues such as travel claims, state vehicle acquisition and maintenance, attendance forms, work and leave scheduling, etc., but is also responsible for assisting field staff with logistical issues arising from interactions with long-term care facilities and L&C District Offices.

25% Responsible for analyzing and reporting on the staffing data collected and assisting with the preparation of policy and analytical reports for L&C. Many, but not all such reports will focus on staffing and its relationship to the quality of care provided.

15% Provides assistance to the Section Chief with preparation of contracts, legislative analysis, budget change proposal preparation, and reports to internal and external entities. The SSM I oversees the preparation of these deliverables and performs critical first-level quality assurance checks on the drafts produced before they are submitted to the Section Chief.

10% Monitors employee performance and skill level. Provides timely formal and on-the-job training to ensure good performance. Informs employees of their progress and performance through timely informal feedback and formal performance evaluation.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as needed.

☐ 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: 11/3/26