# DUTY STATEMENT

| **Employee Name:**<br>**Vacant** | **Position Number:**<br>**580-410-4800-004** |
|---|---|
| Classification:<br>Supervisor I | Tenure/Time Base:<br>Permanent/Full-Time |
| Working Title:<br>Data Systems Operations Unit Chief | Work Location:<br>1616 Capitol Avenue, Sacramento, CA 95814 |
| Collective Bargaining Unit:<br>S01 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Center for Infectious Diseases / Division of Communicable Disease Control | Branch/Section/Unit:<br>Division Office / Data Systems Support Section / Data Systems Operations 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 planning, organizing, supervising, directing, and overseeing the administrative activities in the Division of Infectious Disease Data Systems (DIDDS) - Division Office, Data Systems Operations Unit.

Under the general direction of the Supervisor II, the Supervisor I will oversee the administrative and support functions of the Operations Unit and provide technical, analytical, and consultative support in the area of contracts and procurement, human resources, training, travel, facilities, and other administrative functions for DIDDS. The Supervisor I will provide expert technical assistance to DIDDS managers and supervisors on various administrative issues. The Supervisor I coordinates effective and efficient division-wide responses to requests for information from the Deputy Director, Director,

Agency, other State control agencies, federal government, local health agencies, and the public. The Supervisor I Prepares reports to the center, division, and branch management on the status of administrative assignments. The Supervisor I may represent the Division Office at other meetings, as necessary. This is a highly visible position responsible for sensitive, confidential, and complex employee matters.

## Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

35% Directs and supervises staff in the performance of facilities, asset and records management, health and safety, human resources, training, travel, contracts and procurement, public records and media requests, and information technology. Provides direction and guidance to subordinate staff regarding ongoing assignments and daily work activities to ensure deadlines are met. Responsible for evaluating, directing and administering the unit's work processes. Oversee the development and maintenance of the unit's detailed processes, procedures and workflow documentation, as well as promote and oversee related continuous improvement activities. Ensure unit processes and procedures are documented and regularly updated.

30% Identifies, initiates, and implements needed policies and procedures to improve the Division's administrative and operational practices. Meets and confers with Human Resources Division, Information Technology Services Divisions, and Administration Division to ensure proposed policies and procedures meet the needs of the Center and Division, and adhere to departmental requirements. Ensures that the department maintains historical information. Provides policy guidance and consultation to the Supervisor II and Manager II on issues relating to the Division's administrative operations. Assists the Supervisor II on various complex and sensitive projects concerning the operation of the Data Systems Support Section. Provides briefings and recommendations to Division management on relevant operational issues.

20% Responsible for ensuring staff performance levels are met; provides effective supervision, training, and technical direction to staff. Responsible for monitoring, reviewing, and approving work assignments to ensure the timely completion of all unit assignments. Provides mentoring and coaching in analytical techniques, continuous process improvement, communication skills, administrative support functions, and effective resource management. Provides regular feedback on a timely basis to staff on the quality of performance on assignments and through formal performance appraisals; discussing areas of success, needed improvement, and future training needs. Ensures the division retains historical information. Provides leadership and mentorship to subordinate staff within the unit including, but not limited to, facilitating

development opportunities for succession planning, effective performance management, determining training needs, project management, time management and strategic planning. Attends and participates in management meetings.

10% Performs various supervisory responsibilities such as recruitment, hiring and training. Conducts staff meetings, identifies goals, objectives, and priorities and provides orientation and on-the-job training to staff. Maintains and develops systems to assure expeditious and cost-effective service to internal and external customers, and develops information and data collection processes to evaluate objectives.

## Marginal Functions (including percentage of time)

5% Implements and completes special projects as assigned, depending on division needs and priorities. Performs other ad-hoc assignments as needed. Attends monthly managers meetings, weekly check-in meetings, and other required meetings and trainings as necessary. Perform other duties as necessary under the scope of the classification.

☐ 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: CB
Date: 10/14/2026