# DUTY STATEMENT

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| Employee Name: | Position Number:<br>580-320-8429-909 |
| Classification:<br>Health Program Manager III | Tenure/Time Base:<br>Permanent/Fulltime |
| Working Title:<br>Director, California Cancer Registry | Work Location:<br>1631 Alhambra Blvd. Suite 200<br>Sacramento, CA 95816 |
| Collective Bargaining Unit:<br>M01 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Center for Healthy Communities | Branch/Section/Unit:<br>Chronic Disease Surveillance and Research Branch (CDSRB) / Chronic Disease Operations and Coalitions Program |

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 mission and strategic plan by serving as Program Manager of the Chronic Disease Operations and Coalitions Program and the Director of the California Cancer Registry (CCR). The CCR is a statewide registry mandated by Health and Safety Code §103875-103885 and specified by California Code of Regulations §2593 and as well as other regulatory sections. The Comprehensive Cancer Control Program (CCCP) is a statewide program funded and guided by the Centers for Disease Control and Prevention (CDC) that builds and maintains a coalition of partners who develop, disseminate, and evaluate California's Comprehensive Cancer Control Program. The Resource Acquisition and Management Section (RAMS) oversees all

administrative functions of the Chronic Disease Surveillance and Research Branch (CDSRB), including contract management, fiscal and resource management, and human resources. The HPM III will oversee these programs to meet CDC requirements. The CDC funds both the CCR and CCCP programs under one cooperative agreement with CDPH, the Coordinated Cancer Control Program grant. The HPM III must maintain positive and professional relationships with team members, partners, and stakeholders within and outside the California Department of Public Health and provide leadership on technical and administrative matters.

The incumbent works under the general direction of the Research Scientist Manager, Branch Manager of the Chronic Disease Surveillance and Research Branch (CDSRB), and supervises three Supervisor II positions: Section Managers of the Chronic Disease Operations Section (CDOS) and the California Comprehensive Cancer Control Program Section (CCCS). As program director of the CCR, the incumbent is responsible for managing and supervising all CCR operational and policy activities in collaboration with other CDSRB supervisors and managers. The incumbent will oversee and provide management and supervision of all operational and policy components of the registry; determine and implement programmatic priorities and goals for registry operations; lead development, submission reports, and funding applications supporting the CCR; support legislative and policy matters related to the CCR, including bill analyses and regulatory packages; support administrative functions to ensure appropriate CCR business processes.

## Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Light travel (up to 5%) both in and out of state with possible overnight stays.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

25% Provides organizational and administrative leadership to maintain and improve the CCR statewide implementation infrastructure. Collaborates with other CCR technical subject matter experts (informatics and data use) to oversee development of contractor scopes of work, budgets and staffing plans; promotes multidisciplinary teamwork to accomplish program goals; develops applications for continuation and new federal funding; leads activities to maintain and increase state funding including budget change proposals; leads the California Cancer Registry Advisory Committee operational subcommittee and other partners to evolve the CCR statewide operational infrastructure. Serves as primary contact for the Centers for Disease Control and Prevention National Program of Cancer Registries (NPCR), conducting regular meetings with the NPCR project officer and ensuring timely responses to all requests.

20% Oversees and manages all aspects contributing to efficient and effective CCR implementation including ensuring information is processed in a standardized, cost-effective manner and delivered on time to meet state and federal requirements; sets operational and performance goals that are achievable and tied to long-term objectives; monitors production performance against performance goals to ensure expected progress; analyzes problems by identifying

alternative courses of action and evaluating their pros and cons in light of organizational goals; ensures that the production practices, policies, and procedures provide for legal and ethical compliance with all regulations, laws, and good operating practices; oversees the development of procedure manuals for all key CCR production practices that includes operational process flow charts. Reviews data release agreements required for data submissions to authorize external entities access to CCR data and make recommendations to Branch Lead on execution of submissions-related data use agreements.

15% Oversees the activities of State and contract staff, including updating CCR reporting volumes and other operational procedures; sets statewide operational priorities; oversees CCR data production, submission, and quality control activities; responds to patient record requests (approving on behalf of the CDPH), promotes collaboration among all CCR partners including California's regional registries, the Centers for Disease Control and Prevention's National Program of Cancer Registries and the National Cancer Institute's Surveillance Epidemiology and End Results Program.

15% Supervises and oversees the work of the Section Manager, who provides all fiscal, procurement, human resources, and administrative support for CDSRB, including initiatives focused on improving timeliness, completeness, and quality of cancer data. Ensures cancer data is collected, manual edits are resolved, and quality control processes are conducted in a standardized way statewide; evaluates and implements standardized processes and best practices; develops, implements, and evaluates strategies, tools, and materials to train and educate reporting source cancer registrars to ensure submission of the highest quality cancer data.

10% Oversees the California Comprehensive Cancer Control Program and develop a policy environment for the CCR that is coordinated with the CCCP (as required by federal funders). Development of the CCR policy environment includes responding to legislative bills and updating regulations to ensure a modernized CCR implementation infrastructure that meets federal guidelines and harmonizes with State of California and CDPH enterprise data ecosystem. Direct short-term and long-range planning to support strategic business goals of the CCR and CCCP. Identifies strategic and operational opportunities and risks and develop an appropriate course of action.

10% Oversees and manages development of all CCR contractor agreements and deliverables in collaboration with subject matter experts. Develops, monitors and evaluates contractor deliverables related to data collection, information technology, quality control, and data processing production activities as outlined in executed agreements. Ensures all contract terms adhere to state policies and lead any negotiations with contractors or prospective contractors. Provides leadership and technical assistance to contractor staff. Oversees preparation of progress report analysis documents.

## Marginal Functions (including percentage of time)

5% Performs other job-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 |
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| Supervisor's Signature | Date | Employee's Signature | Date |

**HRD Use Only:**
Approved By: DN
Date: 7/26