DUTY STATEMENT

Employee Name:	Position Number: **580-230-4800-002**
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: State Planning and Preparedness Unit Manager	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes-Hybrid
Center/Office/Division: Center for Preparedness and Response/Division of Program and Response	Branch/Section/Unit: Planning, Recovery, Evaluation Branch/Planning, Preparedness and /Coordination Section/State Planning and Preparedness 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 ensuring the department is prepared to respond to an event or emergency that negatively impacts the health of Californians.

The incumbent works under the direction of the Manager II of the Planning, Preparedness and Coordination Section, the Supervisor I of the State Planning and Preparedness Unit is responsible for the development, maintenance, and implementation of plans and procedures for the California

Department of Public Health (CDPH). The Supervisor I coordinates with federal, State (i.e., the Emergency Management Services Authority (EMSA), the California Governor's Office of Emergency Services (Cal OES), other CalHHS Departments, etc.), and local agencies involved in emergency preparedness and disaster response planning to ensure a coordinated, multidisciplinary response effort within the Medical Health Coordination Center (MHCC) and across the department. The incumbent is responsible for the development of plans and accompanying procedures for CDPH and must have knowledge of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), the State emergency response structure, and federal, State, and local emergency preparedness and response plans, resources, and authorities.

Up to 10% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness & Response (CPR) relating to public health emergency and response issues; attend federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

25% Develops and maintains CDPH emergency plans, CDPH planning efforts, continuity plans, response procedures, and supporting materials. Coordinates and supports CDPH-wide planning activities related to all phases of emergency management. Ensures that CDPH Center/Program plans are consistent with the CDPH Emergency Operations Response Plan and the State Emergency Plan. Coordinates with other CDPH Programs and stakeholders on a regular basis (i.e., meetings and conferences) to ensure collaborative plan development. Provides Department-wide technical assistance in development of operational plans for all CDPH Centers/Programs. Maintains current working knowledge of State-level public health response policies relating to emergency response and recovery and ensures plans are in compliance.

20% Supervises and directs Unit staff on developing or updating plans and procedures specific to emergency response for all programs within CDPH. Works with CDPH program staff, contractors, vendors, or other agencies to plan and secure necessary resources or equipment to support emergency response plans. Provides program support to the Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants. Supports the implementation of projects funded by the Future of Public Health funds.

20% Works with CDPH emergency response staff and contractors to develop and provide training on the State Emergency Plan, CDPH's emergency plans, and response procedures. Provides guidance and works closely with the Exercises and Evaluation Unit and MHCC Readiness and Response Unit to ensure that plans are exercised on a regular basis and meet PHEP and HPP grant requirements.

15% Provides leadership and optimal guidance for the unit including planning, developing, and prioritizing assignments, including those related to PHEP and HPP grant deliverables. Manages multiple projects in an organized manner. Ensures that projects are completed in a timely manner and on schedule. Provides the Supervisor I with project status updates on a regular basis as determined by the Supervisor I including any barriers/risks to completing the project(s). Conducts regular unit meetings and completes probation reports, Performance Appraisal Summaries, and Individual Development Plans in a timely manner. Maintains consistent project oversight through regular one-on-one and Unit meetings with staff. Collaborates on cross-unit meetings on an as-needed basis. Performs the most difficult or sensitive work including stakeholder engagement.

10% Travels to attend meetings and participate in workgroups on behalf of CPR relating to public health emergency and response issues; Attends federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills, workshops, conferences, and local site visits.

5% In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

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
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: T. Moya
Date: 8/16/2024