

DUTY STATEMENT

Class Title Health Program Manager II	Position Number 580-330-8428-001
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section Chronic Disease Prevention and Management Section (CDPMS)	
Branch Chronic Disease Control Branch	
Division Chronic Disease and Injury Control	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary: Under the direction of the Chief, Chronic Disease Control Branch, the HPM II functions as the Chief, Chronic Disease Prevention and Management Section (CDPMS). The HPM II administers, plans, organizes, directs, and supervises the work of multi-disciplinary professional and administrative, and support staff of five statewide programs being implemented and evaluated by the Section.

Supervision Received: Public Health Medical Administrator I, Branch Chief of the Chronic Disease Control Branch.

Supervision Exercised: General lead and direction of 5 programs and supervision of approximately 7 CDPMS multi-disciplinary state staff, including professional, administrative, and support personnel.

Description of Duties: The HPM II is responsible for the supervision and management of program activities and serves as a liaison with the appropriate interagency programs, fiscal staff, federal agencies such as the Centers for Disease Control, and statewide advisory committees.

Percent of Time

40%

Essential Functions

Directs, oversees, and supervises State staff in the implementation and monitoring of the five CDPMS programs. Oversees the contract management for the programs. Supervises, develops and maintains the program budgets, supervises the preparation, monitoring, and evaluation of multiple contracts, development of tracking and fiscal control procedures, and consultation with multiple program advisory bodies. Supervises and directs staff in the development of Requests for Applications, funding proposals, selection criteria, technical assistance for contractors, and the development of program standards. Coordinates with University of California Principle Investigators to assure that the on-site contract staff performs contract deliverables.

15%

Consults with federal, state and county officials, especially the Centers for Disease Control and Prevention, the California Conference of Local Health Officers concerning chronic disease prevention and management. Supervises the planning and performance of staff work for program advisory committee meetings. Maintains liaison with the Health and Social Services Agency Advisory Committee on Alzheimer's Disease and Related Dementias, California Diabetes Coalition, the Arthritis Foundation, California Dental Association, the American Health Association and other stakeholder organizations for CDPMS programs.

Percent of Time

Essential Functions

15% Plans, organizes, prioritizes and directs the short- and long-term activities of the CDPMS, including supervision and management of development, evaluation, and research of health policy issues. Supervises and oversees program evaluation and development of statutory changes and regulatory changes as necessary.

10% Supervises staff in the development of guidelines, work plans, procedures, and the formulation of policy recommendations concerning the evaluation and monitoring of program standards to assure continued funding of CDPMS programs. Directs and supervises staff in maintaining program guidelines, technical assistance, and monitoring for the development and implementation of local partnerships, local provision of services, and appropriate health education programs.

10% Supervises demonstration and pilot projects to test evidence based strategies to improve access and prevent disability among high risk, hard to reach vulnerable populations in California. Develops and submits grant proposals for funding and identifies resources for program expansion and project development.

5% Recruits and assigns staff, establishes performance standards and training requirements, evaluates the performance of subordinate staff; conducts staff meetings and staff planning; and represents the Branch Chief as requested.

Percent of Time

Marginal Functions

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date