

DUTY STATEMENT

Class Title Staff Services Manager I	Position Number 581-330-4800-909
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Program Unit	
Section Business Operations Section	
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: The Chronic Disease Control Branch (CDCB) has an annual budget of approximately \$16 million state and federal dollars, approximately 40 employees, and over 45 contracts and/or grants. The Staff Services Manager I (SSM I) is the working supervisor of the Program Unit (PU) and performs the most difficult, sensitive, and confidential work required of the PU. The SSM I oversees and supervises the activities and staff of the PU. The SSM I directs the staff performing all of the administrative, contractual, fiscal, and support functions for the CDCB. This includes the special projects and the day-to-day management of the PU functions including, program administration, purchasing, accounting, contracting, fiscal monitoring and forecasting, budgeting, in-state and out-of-state travel, personnel, space allocation, staff training, communication, and other program support activities.

Supervision Received: Under supervision of the Staff Services Manager II (SSM II) Chief, Business Operations Section (BOS).

Supervision Exercised: Direct supervision of the administrative staff in PU.

Description of Duties: See below.

Percent of Time

30%

Essential Functions

Provides overall supervision, direction, training, and evaluation of PU state staff overseeing Interagency Agreements. Assigns and prioritizes workload for the PU activities. Reviews completed assignments for thoroughness, timeliness, accuracy, and consistency with program and departmental policy. Assures that staff efficiently and effectively perform tasks related to the policy and procedures outlined in the policy and procedure manuals of the Department (e.g., Public Health Administrative Manual, State Contracting Manual, Department of Finance Management Memos, Legislative Manual, Personnel and Attendance Manuals, Secretarial Handbook, etc.). Ensures that all fiscal and administrative assignments and drills are completed and deadlines are met. Provides administrative, fiscal, and technical assistance to staff to ensure consistent and effective implementation of administrative/fiscal policies. Adheres to all State administrative policies and procedures regarding supervision of personnel.

Percent of Time

Essential Functions

- 25% Develops and implements fiscal controls and mechanisms for monitoring program budgets and expenditures. Establishes system controls and fiscal expenditure reports to monitor the CDCB's support and local assistance budget expenditures. Ensures adherence to the CDPH CalSTARS Online Reporting Environment (CORE) accounting system which provides monthly and annual expenditure reports and fiscal forecasting documents. Oversees reconciliation of the CORE, CalSTARS, and fiscal reports. Oversees CDCB contracts and grants and assures program federal grant applications, deliverables, and required reports are submitted timely.

- 15% Supervises, oversees, and evaluates administrative, personnel and program support functions for the CDCB. Provides guidance and training to Section Chiefs in adhering to proper civil service and contractor hiring practices. Ensures that administrative personnel and attendance reports are completed accurately and efficiently. Ensures that employees receive personnel information regarding health, dental, vision, flex elect, disability, employee assistance, and other employee benefit information. Oversees the CDCB's recruitment and hiring process including development of duty statements, justifications, interview questions, interview panels, certification list requests, requests for personnel actions, and other personnel documents. Oversees completion of probation reports, annual individual development plans, and employee training.

- 15% Supervises staff who complete administrative, fiscal, and program requirements such as the annual budget and accounting plans; development, monitoring, and utilization of the out-of-state travel budget; and ensures accuracy in monitoring program support budget expenditures (e.g., data processing, equipment purchases, facility operations, reproduction, travel, etc.). Supervises and oversees completion of CDPH mandatory staff trainings which include: workplace violence prevention, sexual harassment, conflict of interest, defensive driving, information technology security, injury and illness prevention, and emergency evacuation. Oversees administrative needs of CDCB including: space planning, office relocations, telecommunication, building access/ security, and ergonomic requests. Oversees response to California Public Records Act requests. Oversees completion of budget change proposals, spring finance letters, drills, and legislative bill analysis, concepts and proposals.

- 5% Upon request of supervisor and other management oversees the preparation of budgets, program reports, fiscal bill analyses, informational summaries, and other ad hoc reports. Coordinates and integrates the CDCB objectives by participating and providing input at various management meetings. Completes CDCB objectives by fostering collaborative relationships with other managers, CDPH control offices, and federal and state administrators.

- 5% Interviews, hires, trains, and evaluates the performance of all immediate subordinate staff. Conducts/participates in various staff meetings and serves in an advisory capacity at staff meetings and workgroups. Provides back-up coverage for the BOS Section Chief in their absence.

Percent of Time

Marginal Functions

- 5% Performs other duties as assigned.

Employee's signature	Date
Supervisor's signature	Date