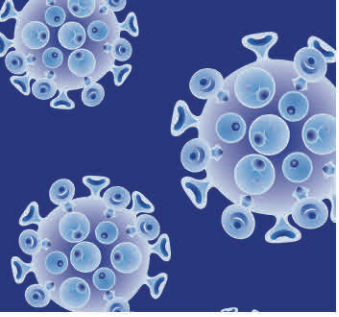

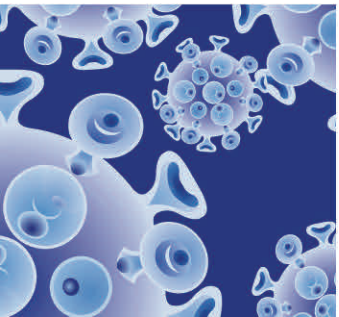

It is estimated more than one million people are living with HIV in the United States today.

Come join the Office of AIDS group as we work collaboratively to reduce the spread of HIV/AIDS in California.

~ It's more than a job... It's a passion. ~

Health Program Manager II

$5,576-$6,929

1 Position available, Perm/Full Time

EMPLOYMENT OPPORTUNITY

The HIV Prevention Branch funds initiatives to assist local health departments and other HIV service providers to implement effective HIV detection and prevention programs.

For more information on our upcoming vacancies and information about how to take advantage of these opportunities, please view the duty statement that follows this notice. If you still have additional questions, please contact Edna Martin at Edna.Martin@cdph.ca.gov or (916) 449-5808.

Who May Apply:

Applications will be screened and the most qualified will be interviewed. Promotional and transfer candidates must provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) indicate on your state application. Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for the classification per CCR Rule 250. You may be required to provide copies of your college transcripts or a copy of your college diploma if applicable. Please state position # 580-403-8428-xxx on your application and include a Statement of Qualifications.

Final Filing Date: Until filled

If you are interested in being part of our team, please submit a copy of your application attention to Edna Martin at the address below. Thank you.

Contact Information:

California Department of Public Health, Office of AIDS
Administration Section
PO Box 997426 MS 7700 • Sacramento, CA 95899-7426

DUTY STATEMENT

Class Title	Position Number
Health Program Manager II	**580-403-8428-xxx**

COI Classification
☒ Yes ☐ No

Unit

Section

Branch
HIV Prevention Branch

Division
Office of AIDS

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: Serves as the Chief, HIV Prevention Branch.

Supervision Received: Under the general direction of the Chief, Office of AIDS

Supervision Exercised: Supervises two section chiefs [Health Program Manager (HPM) I's] and three other professional staff.

Description of Duties: Serves as Chief, HIV Prevention Branch and is responsible for the day-to-day administrative and management operations of the Branch. The incumbent plans, organizes, and evaluates the work of a multi-disciplinary professional, technical, and support staff and directly supervises three professional staff and two managers (section chiefs). The incumbent leads the development of HIV prevention program policy, priorities, and long-term strategies.

Percent of Time	Essential Functions
45%	Oversees the management and coordination of the activities of the two Sections in the Branch: HIV Prevention Program Section and HIV Prevention Operations Section; provides policy, managerial, technical, and administrative guidance for the Branch managers and staff; integrates the activities of the Branch programs with other state, local, and federal public health agencies, as well as other OA Branches to ensure consistency with current HIV/AIDS disease principles and practices as well as Department and National objectives; works with the Prevention Research and Evaluation Section within the Surveillance, Research, and Evaluation Branch to assure that program activities are supported by the best available data and optimally designed to prevent as many new cases of HIV infection as possible given the available resources; makes policy recommendations on the Department's position for proposed legislation affecting HIV prevention; directs the analysis of laws, proposed legislation and regulations relating to HIV prevention matters; advises the Division Chief on policy implications; and interprets program and provides technical assistance to Legislators, the Legislative Analyst's Office, Department of Finance, and other Department staff.
25%	Oversees the fiscal management of the Branch budget; plans and coordinates expenditures; conceives and develops annual program budgets, budget change proposals, and other fiscal documents; provides recommendations to the Division Chief on funding decisions for new and continuing HIV prevention projects; and edits and submits funding applications to federal and other agencies for the development or expansion of activities in relation to HIV prevention. Conducts a continuing analysis of personnel and other resource allocation and utilization in relation to the Branch; directs and oversees all personnel issues and activities within the Branch, including hiring, selection of examination priorities, and review and approval of employee corrective and disciplinary actions.

25% Represents the OA at meetings and conferences and, in relationship with governmental and private agencies, negotiates sensitive and complex issues with public constituents such as stakeholders and representatives of high risk or high visibility populations; testifies before legislative committees on issues concerning HIV prevention programs; and prepares and edits reports, issue memoranda, position papers, press releases, and articles for publication.

Percent of Time Marginal Functions

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date