



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. ~

**Public Health**  
**Medical Administrator I**  
**\$11,400-\$13,593 Monthly**  
**1 Position available, Perm/Full Time**

## EMPLOYMENT OPPORTUNITY

### Chief of the HIV Surveillance, Research, & Evaluation Branch

#### About the job:

Under the broad direction of the Office of AIDS (OA) Division Chief, the Public Health Medical Administrator I (PHMA I) is responsible for the programmatic and administrative management of the Surveillance, Research, and Evaluation (SRE) Branch, composed of over 50 scientific and nonscientific staff working in four sections. As Chief of the SRE Branch, the PHMA I is responsible for direct supervision of the section chiefs and the overall Branch conduct of quality HIV disease surveillance; Centers for Disease Control and Prevention (CDC)-sponsored and other epidemiologic research; and prevention, care and AIDS Drug Assistance Program (ADAP) program evaluation, as well as supervision of the administrative oversight activities of the Assistant Branch Chief.

#### Who May Apply:

This position is a California civil service position. In order to be eligible, a candidate must first apply for the Public Health Medical Administrator I civil service exam which consists of completing the STD 678 State application and 3 supplemental questions. Once the candidate has successfully applied for the exam process, he/she can be considered for the Branch Chief position. You are not required to wait for your exam results in order to apply.

#### For information on this exam, please see:

[http://www.cdph.ca.gov/services/jobs/Documents/PHMAI\\_3H1AA.pdf](http://www.cdph.ca.gov/services/jobs/Documents/PHMAI_3H1AA.pdf)

If you are interested in being part of our team and have submitted your supplemental exam application to CDPH Human Resources, please send a copy of a STD 678 State Application <http://jobs.ca.gov/pdf/std678.pdf> attention to Christine Gomez at the address below in order to apply for this position.

For more information about this position, the Office of AIDS, or the hiring process: Contact Kimberly Ferreira, Assistant Branch Chief, Surveillance, Research, & Evaluation Branch, California Office of AIDS, [Kimberly.ferreira@cdph.ca.gov](mailto:Kimberly.ferreira@cdph.ca.gov)

#### 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 <b>Public Health Medical Administrator I</b>	Position Number <b>581-404-7674-001</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section	
Branch <b>HIV/AIDS Surveillance, Research, and Evaluation</b>	
Division <b>Office of AIDS</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, and materials; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Under the broad direction of the Office of AIDS (OA) Division Chief, the Public Health Medical Administrator I (PHMA I) is responsible for the programmatic and administrative management of the Surveillance, Research, and Evaluation (SRE) Branch, composed of over 50 scientific and nonscientific staff working in four sections. As Chief of the SRE Branch, the PHMA I is responsible for supervising the administrative oversight activities of the Assistant Branch Chief. The PHMA I is responsible for: direct supervision of the section chiefs and the overall Branch conduct of quality HIV disease surveillance; Centers for Disease Control and Prevention (CDC)-sponsored and other epidemiologic research; and prevention, care and AIDS Drug Assistance Program (ADAP) program evaluation. The PHMA I is responsible for ensuring preparation of timely and accurate information for internal and external dissemination and provides input on the development of and review of legislative concepts, analyses, and reports; including regulatory amendment packages. The PHMA I collaborates with other OA branch chiefs and program managers and staff in program evaluation activities, and provides HIV medical expertise when needed to assist other OA branch chiefs and staff with programmatic questions and clinical quality management (CQM) activities. As Chief of the California Department of Public Health (CDPH), Center for Infectious Diseases (CID), OA SRE Branch, the PHMA I collaborates with other state departments and agencies, the CDC, funding agencies, local health jurisdictions (LHJs), community based organizations (CBOs), academic institutions, OA contractors, stakeholder and advisory groups, and national and international scientists with relevant methodological and program expertise.

**Supervision Received:** Broad direction from the OA Division Chief

**Supervision Exercised:** The PHMA I is responsible for supervising the administrative oversight activities of the Assistant Branch Chief. The PHMA I is responsible for direct supervision of the section chiefs and the overall Branch conduct of quality HIV disease surveillance, CDC-sponsored and other epidemiologic research, and prevention, care and ADAP program evaluation.

**Description of Duties:** As Chief of the SRE Branch, the PHMA I has the lead responsibility for ensuring that OA, CID, and CDPH leadership have access to accurate and timely surveillance, epidemiology and program data, provided within the context of understanding, responding to, and anticipating changes in: HIV disease transmission patterns; prevention, care, treatment and support needs; funding requirements; statute, regulation and state and federal policy. The PHMA I ensures that the administrative functions of the branch work effectively and efficiently, including activities related to grants, contracts, personnel, fiscal management and budgets. The PHMA I ensures that California's HIV disease surveillance systems, at the state and local levels, comply with statutory, regulatory and funding requirements; and that the systems anticipate and respond to changes in any of these areas. The PHMA I ensures that data from these surveillance systems are provided within the context of available literature and reports to assist in program and policy development and evaluation. The PHMA I ensures that California's participation in national epidemiology studies conducted in collaboration with the CDC is of the highest quality; and the data relevant to California are available and provided within the relevant scientific, program and policy context to OA, CID, and CDPH leadership and collaborators to assist in program and policy development and evaluation. The PHMA I identifies knowledge gaps and proposes, develops, conducts and disseminates (internally or through contractors) original research to assist in the development and conduct of high quality program and policy decisions within OA. The PHMA I ensures that all OA programs are planned within the context of a full understanding of the existing scientific literature, guidelines and state of the art information system technology; that evaluation activities are designed early in the program planning process; and that evaluation outcomes are interpreted within the context of the current scientific literature. The PHMA I works in collaboration with program managers to implement changes suggested by such program evaluation. The PHMA I directs and reviews timely and accurate information for internal and external dissemination, legislative concepts, analyses and reports (including regulatory packages). The PHMA I identifies and responds to opportunities to collaborate with CID, CDPH, other state departments and agencies, CDC, funding agencies, LHJs, CBOs, academic institutions, OA contractors, stakeholder and advisory groups, and national and international scientists with relevant methodological and program expertise and keeps OA leadership informed of the relevance and implications of such collaborations.

The PHMA I advises OA, CID, CDPH leadership, legislative bodies, governmental entities, commissions, and agencies on findings related to HIV/AIDS surveillance, epidemiology, and comprehensive research and evaluation activities for HIV prevention, care, and treatment programs; participates in the development of public health policy; provides consultation to OA, CID, CDPH management and others as requested; provides administrative guidance and leadership in planning, organizing, and directing complex HIV/AIDS research studies that are highly sensitive and have public policy impact; and directs the publication and/or presentation of HIV/AIDS research and other investigations conducted statewide. The research programs conducted by the SRE Branch have state and national significance and are critical to public health. The results of these research programs are used in HIV/AIDS education, prevention, and care and treatment programs. The PHMA I is the lead expert on HIV/AIDS-related surveillance, prevention, behavioral and epidemiologic research, and consults with state and national public health experts and major university, state, and national research experts to advance the knowledge of the HIV/AIDS epidemic.

### **Percent of Time    Essential Functions**

- 20%    Manage Branch activities to ensure that all OA programs are planned within the context of a full understanding of the existing scientific literature, guidelines and current and evolving state of the art; that evaluation activities are designed early in the program planning process; and that evaluation outcomes are interpreted within the context of the current scientific literature. Ensure the Branch works in collaboration with OA program managers to consider, develop, and implement changes suggested by such program evaluation.
- 20%    Develop and implement systems and supervise sections to ensure that OA, CID, and CDPH leadership have access to accurate and timely surveillance, epidemiology and program data, provided within the context of understanding, responding to, and anticipating changes in HIV disease transmission patterns, funding requirements, statute, regulation and state and federal policy. Develop and implement systems to direct and review timely and accurate information for internal and external dissemination, legislative concepts, analyses, reports and regulatory amendment packages.

- 15% Develop and implement systems and supervise sections to ensure that the Branch identifies and responds to opportunities to collaborate with CID, CDPH, other state departments and agencies, CDC, funding agencies, LHJs, CBOs, academic institutions, OA contractors, stakeholder and advisory groups, and national and international scientists with relevant methodological and program expertise and keeps OA leadership informed of the relevance and implications of such collaborations.
- 10% Develop and implement systems and supervise sections to ensure that California’s HIV disease surveillance systems at the state and local levels comply with statutory, regulatory, and funding requirements, and that the systems anticipate and respond to changes in any of these areas. Develop and implement systems and supervise staff to ensure that data from these surveillance systems are provided to OA leadership within the context of available literature and reports to assist in program and policy development and evaluation.
- 10% Develop and implement systems and supervise sections to ensure that California’s participation in national epidemiology and other studies conducted in collaboration with the CDC is of the highest quality, and the data relevant to California are available and provided in a timely manner within the relevant scientific, program and policy context to OA, CID and CDPH leadership and collaborators to assist in program and policy development and evaluation. Develop and implement systems and supervise staff to identify knowledge gaps and propose, develop, conduct and disseminate (internally or through contractors) original research to assist in the development and conduct of high quality program and policy decisions within OA.
- 10% Provides HIV medical expertise when needed to assist other OA branch chiefs and staff with programmatic questions and CQM activities.
- 5% Supervise and collaborate with the Assistant Branch Chief as well as the Administration Branch Chief and Assistant Division Chief to ensure that the administrative functions of the branch are working effectively and efficiently, including activities related to grants, contracts, personnel and fiscal management, and budgets.

**Percent of Time    Marginal Functions**

- 10% Other duties as assigned

NOTE: This position requires moderate travel.

Employee’s signature	Date
Supervisor’s signature	Date