

## DUTY STATEMENT

Class Title <b>Staff Services Manager II (Supervisory)</b>	Position Number <b>581-330-4801-909</b>
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COI Classification  
 Yes       No

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:** Under the direction of the Chief, Chronic Disease Control Branch (CDCB), the Staff Services Manager (SSM) II (Supervisory), Chief of the Business Operations Section, oversees the administrative functions of the Program and Prevention 2020 Units. CDCB has a budget of \$16M, inclusive of the federal Public Health and Health Services Block Grant (PHHSBG) funds, and 35 staff. Funding sources include federal Centers for Disease Control and Prevention and Health Resources Services Administration, The California Endowment, California General Fund and Alzheimer's Disease Special Fund. Programs included in CDCB address cardiovascular disease, diabetes, arthritis, Alzheimer's Disease, oral health, colorectal cancer, physician and epidemiologist training.

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

**Supervision Exercised:** Supervises a Staff Services Manager I and multi-disciplinary staff.

**Description of Duties:** The SSM II is responsible for assisting with the achievement of the mission, goals and objectives of the CDCB; providing operations expertise for chronic disease prevention initiatives; developing and maintaining relationships with a wide variety of internal and external stakeholders on a local, state and national level; and maintaining knowledge of current policies, procedures, laws and regulations.

### Percent of Time      Essential Functions

45%	Provides management of all CDCB business operations, including providing overall management of the employees within the Business Operation Section, inclusive of budgets, accounting, contracts, personnel, administrative services, and management analysis. Responsible for effective resolution of a broad range of governmental and supervisory problems; review of analytical studies; development of procedures, policies and program alternatives; recommendations to management on a broad spectrum of administrative and program-related problems; and branch representation as needed. Uses proven fiscal, communication, and supervisory skills on a daily basis to effectively manage the Business Operation Section employees and operations and maintain good working relationships with the Department Operations managers.
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- 30%           Coordinates and manages the annual state plan (grant application), progress report submission, and twice yearly fiscal report submissions. Oversees the coordination of the 25 programs funded by the PHHSBG that are located throughout the Department and outside the Department, including the Emergency Services Management Authority. Maintains good working relationships with the PHHSBG program managers. Ensures and verifies that legal requirements are met during public comment periods relating to formal notices of proposed rulemaking, and leads the twice yearly Advisory Committee. Responds to inquiries from the Department, Department of Finance, and the Legislature regarding the PHHSBG.
- 10%           Serves as liaison with federal funders and national partners; travels to and attends in-state and out-of-state conferences as required by funder; prepares information as requested by national partners; and oversees the development and Department branding of multimedia Success Stories for national distribution.
- 10%           Uses proven experience in preparing, submitting, and receiving approvals for grants, budget change concepts/proposals, finance letters, legislative concepts/proposals, issue memos, Request for Proposals (RFPs), and Request for Applications (RFAs) to meet or exceed Department goals and objectives.

**Percent of Time    Marginal Functions**

- 5%           Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date