

The University of California Davis Health System–Institute for Population Health Improvement  
and  
The California Department of Public Health

*Are Seeking Candidates for the Position of:*

**DEPUTY DIRECTOR, CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION**

The Institute for Population Health (IPHI) is an independent operating unit of the UC Davis Health System (UCDHS). IPHI, in collaboration with the California Department of Public Health (CDPH) seeks applicants for the position of Deputy Director of the Center for Chronic Disease Prevention and Health Promotion. The Deputy Director is a **full-time, two-year, contract position located at the CDPH offices in downtown Sacramento, California. This is not a tenure-eligible position. The Deputy Director will be an employee of UCDHS.**

The successful candidate will assume management-level responsibility of a major disease prevention function of CDPH and will have a direct reporting relationship to the Chief Deputy Director for Policy and Programs. The Deputy Director is the liaison with other federal, state and local government entities, including the California Health and Human Services Agency, the Governor's Office, the state Legislature and California business public health communities. The candidate will indirectly manage and direct approximately 825 staff within the Division of Chronic Disease and Injury Control and the Division of Environmental and Occupational Disease Control.

The Center addresses the prevention and control of chronic disease and injury through a focus on the social and environmental determinants of health and health inequities. The Center's programs encompass chronic disease and injury surveillance, tobacco control, nutrition and physical activity, diabetes, cancer, cardiovascular diseases, asthma, obesity prevention, injury and violence prevention and, occupational and environmental disease control.

**Minimum Qualifications:**

- A terminal degree in any field related to chronic disease prevention, health promotion, public health, or health services (e.g., MD, PhD, DSc, etc.).
- At least five (5) years of effective administrative and management experience including conducting broad-based analysis and developing multi-sector strategic policies to implement state-level prevention programs (e.g., policies and plans related to mortality due to chronic environmental or occupational diseases, injuries and associated risk factors).
- Strong oral and written communication skills
- Demonstrated experience building collaborative partnerships with a broad constellation of stakeholder groups including other government agencies, community organizations, local public health entities, members of the legislature, academic institutions, etc.
- A deep understanding of cross-disciplinary and community-based participative research and information gathering.

**Application Instructions:**

- Salary is commensurate with experience and training; qualified applications should submit a letter of application describing education, experience or other factors addressing their qualifications; and, a curriculum vitae. Three professional references will be required later in the application process.
- Application materials and questions can be addressed to Michael Hughes, Assistant Director, UCDHS/IPHI, 2800, 2<sup>nd</sup> Avenue, Suite 200, Sacramento, CA 95817 and questions may be sent to: [michael.hughes@ucdmc.ucdavis.edu](mailto:michael.hughes@ucdmc.ucdavis.edu) or please call telephone (916) 734-7722. Additional organizational information for this position and for CDPH and UCDHS/IPHI will be sent upon request.
- Application reviews will commence immediately, and continue until the position is filled.
- Applicants must successfully complete a background check and a pre-employment physical (including a TB skin test).
- A full benefit package (health, dental, vision, vacation, etc.) is included.
- The University of California is an Equal Opportunity employer.

UNIVERSITY OF CALIFORNIA  
MANAGER & SENIOR PROFESSIONAL (MSP) PROGRAM  
POSITION DESCRIPTION

1. Name:
2. Date: September 4, 2013
3. Title Code: 0355      4. Grade: V      5. % Time: 100% (two years)
6. Working Title, Deputy Director, Center for Chronic Disease Prevention and Health Promotion, UCDHS Institute for Population Health Improvement and the California Department of Public Health
7. Location (campus/other): California Department of Public Health, 1615 Capitol Ave, Sacramento, CA 95899-7377
8. Position Reports To (name, payroll title, phone number): Kenneth W. Kizer, MD, MPH, Professor and IPHI Director, 916-734-4754 and Ms. Kathleen Billingsley, Chief Deputy for Policy and Programs, CDPH 916-558-1700
9. Responsibilities. Briefly describe the functions, activities and programs for which the position is responsible:

The incumbent will assume management responsibility for a major disease prevention function of the California Department of Public Health and will have day-to-day line reporting relationship with the CDPH Chief Deputy Director for Policy and Programs. The Deputy Director is the liaison with other state, federal and local government entities, including the California Health and Human Services Agency, the Governor's Office, the state Legislature and California business and health care communities. The Deputy Director ensures the activities and policies of the CDPH Center for Chronic Disease Prevention and Health Promotion programs are consistent with the Directorate's strategic visions and goals for public health in California.

10. Special Conditions of Employment:

This position is funded by a two-year Inter-Agency Agreement between the California Department of Public Health and UCDHS. The incumbent be physically located in CDPH offices in downtown Sacramento. The incumbent will also participate in scientific, policy and program discussions within the UC Davis Health System's Institute for Population Health Improvement in Sacramento. When appropriate, the incumbent will recuse themselves from discussions of financial or policy issues which might represent a conflict of interest between CDPH and IPHI interests.

11. Scope. Describe by classification or occupational grouping the total number of full-time equivalent employees under the position's supervision or jurisdiction. Describe the amount and complexity of funds and facilities for which the position is responsible:

The CDPH Center for Chronic Disease Prevention and Health Promotion consists of approximately 825 health professionals and support staff in two Divisions: the Division of Chronic Disease and Injury Control (CDIC) and the Division of Environmental and Occupational Disease Control (DEODC). The incumbent will indirectly supervise the 825 staff through the direct supervision of the Assistant Deputy Director and the Chiefs of the CDIC and DEODC. The Center addresses the prevention and control of chronic disease and injury through a focus on the social and environmental determinants of health and health inequities. The Center's programs encompass chronic disease and injury surveillance, tobacco control, nutrition and physical activity, diabetes, cancer, cardiovascular diseases, asthma, obesity prevention, injuries and violence prevention, occupational and environmental disease control.

The Deputy Director must have the ability to function as part of an executive management team to plan, develop and implement CDPH programs and policies.

12. How long have the position's responsibilities been substantially as described above?

This position was established by a re-organization of the former California Department of Health Services into two new state-level entities, the California Department of Public Health and the Department of Health Care Services in 2007.

13. Describe the skills, knowledge and abilities/competencies which are essential for successful performance of this position:

Demonstrated experience dealing with senior executives and/or faculty and policy makers within the executive and legislative branches of state government, and state control and agencies, local health departments and the University of California.

Communication skills to effectively act as a spokesperson/liaison on behalf of CDPH and UC Davis with state, legislative, university, health system, departments, centers, faculty, staff and trainees and the community and to be able to accurately communicate and represent the goals, philosophies and management of the Center.

Recent experience conducting broad-based analysis and developing multi-sector strategic policies to implement state programs. For example, specific strategic policies and plans related to Californians' mortality reduction due to chronic environmental and occupational diseases, injuries and associated risk factors, promoting healthy lifestyles, health promotion and risk-reduction programs, and promoting informed stakeholder engagement and discussion.

Substantial experience with supervising and managing a diverse, professional multi-disciplinary civil service and academic team.

Excellent budget and financial management skills, including budget development, execution, and monitoring. Experience developing budget change proposals, responding to budget drills from Health and Welfare Agency and the Department of Finance.

Ability to develop and implement strategic and tactical goals to meet program and Department-level objectives.

Demonstrated formal Public Health or Population Health Improvement training is desired.

14. SIGNATURES:

Employee \_\_\_\_\_ Date

Supervisor \_\_\_\_\_ Date

## **SMOKE-FREE WORK ENVIRONMENT**

Improving health and maintaining a healing environment is our top priority and as such, the Health System is committed to a smoke free environment. Smoking is prohibited in all outdoor areas surrounding health system facilities and buildings on UC Davis' Sacramento campus. For most other health system locations, smoking is prohibited indoors and in any outdoor area on the property. Smoking is also prohibited inside any vehicle owned, leased or occupied by UC Davis Health System or its employees (regardless of where the vehicle is situated), and in any vehicle parked at a location where smoking is completely prohibited.

All supervisors and managers are responsible for observing these standards and ensuring their staff comply at all times.

## **PRINCIPLES OF COMMUNITY**

The **Principles of Community** affirm the inherent dignity in all of us, the right of freedom of expression, the responsibility to reject discrimination and the need to build a community of mutual respect and caring. The **Principles of Community** are stated below:

"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring."

The **National Standards for Culturally and Linguistically Appropriate Health Care Services (CLAS)** affirms the responsibility of health care workers to provide understandable, effective and respectful care in a manner compatible with a patient's cultural health beliefs and practices and preferred language. UCDHS supports CLAS and the Principles of Community by recruiting, retaining and promoting a diverse employee population while proudly serving a diverse patient population.

The fourteen CLAS Standards can be reviewed at [http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas\\_1\\_14.html](http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas_1_14.html).