

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-521-8429-XXX				
UNIT NAME AND CITY LOCATED Medical Services Division – Electronic Health Records System Documentation and Decision Support Unit		CLASSIFICATION TITLE Health Program Manager III				
		WORKING TITLE Health Program Manager III (Specialist)				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP E	CBID M01	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 9260 Laguna Springs Drive, Bldg. E, Elk Grove CA				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
PRIMARY DOMAIN:						
Under administrative direction of the Receiver's Medical Executive, Integrated Care – Complex Patient Populations, the Health Program Manager (HPM) III (Specialist) function as a highly skilled expert who provides oversight for the most complex and sensitive projects associated in the Electronic Health Records System (EHRS) Documentation and Decision Support Unit. The HPM III (Specialist) will be responsible for coordinating the development, implementation, and evaluation of Cerner Millennium Tier levels I, II, and III clinical business solutions in the EHRS. The HPM III (Specialist) also manages the most complex care programs to support patient care decisions and processes, including workflows related to the Integrated Substance-use Disorder Treatment (ISUDT) Program.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						
40%	Plans, organizes, and directs the activities of the EHRS Documentation and Decision Support Unit. Monitors changes in regulations and standards regarding EHRS documentation methods, and provides oversight and consultation on the most complex EHRS design and build projects in partnership with the CCHCS Information Technology Services Division (ITSD). Support health care operations for ISUDT and other related initiatives by coordinating the development and implementation of advanced automated processes for capturing and integrating internal and external data into clinical informatics tools to organize, interpret, and present data used by clinical staff in the provision of patient care including treatment selection, and care management coordination. Advises executive management on recommended approaches for movement of clinical information within EHRS that ensures providers and other clinicians have effective, patient-centered tools to support communication, and safe, timely, effective and efficient services at the point of care. Ensures that workflow and all phases of Cerner Millennium Tier levels I, II and III within EHRS are completed accurately and timely.					
35%	Provides mentorship and consultation on the most complex and large-scale projects. Set program					

<p>20%</p>	<p>priorities and objectives, develops and manages project work plans on large scale data projects, and in response to critical and urgent questions from Executive Management, to ensure programs capture and present system elements required to provide direct care to patients in ISUDT and other related clinical initiatives. Propose institutional policies, rules and regulations regarding a variety of EHRS documentation issues; establishes and implements procedures to ensure accuracy, completeness, consistency, and availability of data collection from health records.</p> <p>Coordinates the workflow between Information Technology (IT), clinical, and data analytic staff to identify and gather business and information requirements needed by clinical staff to deliver substance-use disorder (SUD) care to patients, and to enable clinical staff to effectively manage comorbidities among this population and other patient populations with complex clinical needs. Represents CCHCS in external work groups and committees to ensure EHRS design, build, and quality assurance processes conform to state and national standards and best practices. Proposes and implements policies, procedures, and rules to ensure accuracy, completeness, and consistency.</p>
<p>5%</p>	<p>Performs other duties and special projects as assigned.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Health program administration, including program policy development, program planning and implementation, program evaluation, and use of supportive staff services; formal and informal aspects of the legislative and regulatory process.</p> <p><i>Ability to:</i> Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, state, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative. Manage a major complex health program; creatively utilize a variety of management techniques to resolve complex health issues and health program problems.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Documented experience working with data and health-policy related topics.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to exert up to 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.</p>

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE