

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**

**DUTY STATEMENT**

RPA/647#- -	EFFECTIVE DATE:
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<b>CDCR INSTITUTION OR DEPARTMENT</b> CA Prison Health Care Services	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 082-213-4912-001
<b>UNIT NAME AND CITY LOCATED</b> Health Care Services – <b>NKSP, Delano</b>	<b>CLASS TITLE</b> Correctional Health Services Administrator II, CF
<b>WORKING DAYS AND WORKING HOURS</b> a.m. to p.m. (Approximate only for FLSA exempt classifications)	<b>SPECIFIC LOCATION ASSIGNED TO</b>
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 182-213-4912-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT 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 THE DEPARTMENT'S MISSION.

Under the general direction of the Chief Executive Officer (CEO), the Correctional Health Services Administrator II, CF plans, organizes, directs and evaluates the medical support, custodial and security services of the health care program at North Kern State Prison, including the Skilled Nursing Facility, clinics and infirmary.

<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>
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<b>ESSENTIAL FUNCTIONS</b>	
<b>30%</b>	Oversee budgetary allocations and fiscal expenditures for Health Care Services. Work in conjunction with the Correctional Business Manager I, the institution Budget Analyst, and the Health Care Cost and Utilization Program (HCCUP) Analyst to manage and monitor personnel, medical expenditures, contracts, equipment and supplies. Review monthly expenditure reports, evaluate budgetary needs, implement expenditure controls, initiate budget transfer requests, and review the budget change proposals prepared by institutions to address changes.
<b>25%</b>	Plan, organize, direct and evaluate the medical support, custodial and security services of the health care program in the institution's Skilled Nursing Facility, clinics and infirmary. Facilitate compliance with existing standards of medical and mental health treatments programs. Interpret and disseminate revisions in policies, procedures and manuals to affected staff. Provide direction to Medical Department supervisory staff in problem solving of health care issues.
<b>20%</b>	In conjunction with the Personnel Office, initiate and monitor the hiring process for Health Care Services personnel. Coordinate the recruitment, selection, training and evaluation of medical support staff. Ensure potential and current employees maintain the appropriate licenses and/or certifications required. Provide direct supervision, training/development, and evaluation of subordinate staff. Complete subordinate staff performance evaluations. Recommend and/or take appropriate action to correct performance deficiencies.
<b>15%</b>	Review incoming/outgoing mail, reports and documents on a daily basis. Complete required reports and paperwork. Assist the Health Care Manager with special projects.
<b>5%</b>	Represent Medical and Mental Health Services on committees. Present the views and requirements necessary to ensure adequate medical, mental health and dental services are provided to all inmates.
<b>5%</b>	Responsible for meeting yearly In-Service Training requirements and for obtaining On-the-Job Training as needed. Perform additional duties as required. Assist others.

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RPA/647- -

<p>% of time performing duties</p>	<p>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. <i>(Use additional sheet if necessary)</i></p>	
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles and practices of organization, supervision and management; problems involved in administrative health services support programs of a hospital; program development and evaluation techniques; objectives of the treatment programs of a hospital; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p><i>Ability to:</i> Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility; establish and maintain effective working relationships with medical and psychiatric professional staff and with others; collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports; analyze situations accurately and take effective action; supervise, train and motivate staff to achieve maximum effectiveness; communicate effectively; and effectively contribute to the Department's affirmative action objectives.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><i>Special Personal Characteristics:</i> Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility.</p> <p><i>Interpersonal Skills:</i> Work independently or in a team setting. Demonstrate the ability to act independently, open-minded, flexibility, and tactfulness.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b></p>		
	<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p> <p>DATE</p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b></p>		
<p>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.</p>		
	<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p> <p>DATE</p>