

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

		RPA	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT San Quentin		POSITION NUMBER (Agency – Unit – Class – Serial)	
UNIT NAME AND CITY LOCATED Correctional Treatment Center, San Quentin		CLASS TITLE Correctional Health Services, Administrator II	
WORKING DAYS AND WORKING HOURS		SPECIFIC LOCATION ASSIGNED TO	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)	
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 direct supervision of the Psychiatric Inpatient Program (PIP) Chief Psychologist (Executive Director), the Correctional Health Services Administrator II (CHSA II) will organize, provide, implement, and maintain medically necessary health care systems consistent with regard to the PIP Policies and Procedures, Administrative Directives, and Correctional Treatment Center (CTC) policies as well as institutional policies and procedures. The CHSA II is part of the administrative team and will manage the support functions and administrative processes for the facility.			
% 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. <i>(Use addition sheet if necessary)</i>		
ESSENTIAL FUNCTIONS			
35%	Plan, organize and oversee the administration of health care services within the facility to promote effective and expeditious delivery of health care. Formulate and implement local operating procedures for health care operation in compliance with Federal and State regulations, as well as internal standards. Implement new health care services program. Conduct audits, assess and analyze health care programs. Develop training programs based on needs identified from surveys, audits, or litigation requirements.		
25%	Oversee facility budget, evaluate budgetary needs, exercise expenditure control, review of monthly expenditure reports; evaluation of budgetary needs for the service area; implementation of expenditure controls and prepare budget change proposals. Attend meetings, discussions, and forums on issues impacting health care services. Organize and direct various meetings including but not limited to staff meetings and quality improvement initiative meetings. Uses Equally Effective Communication in accordance to the Americans with Disability Act (ADA) and the <i>Armstrong</i> Remedial Plan to ensure communication with individuals with disabilities is equally effective as with others.		
25%	Supervise staff, perform administrative duties for the facility, and participate in the recruiting, selecting, hiring, orientation, training and evaluation of health services support staff. Monitors and regulates rules, regulations, and objectives; coordinates EEO and ERO		

	related activities; and supervise and independently perform administrative duties for the PIP.
10%	Acts as a liaison with institutions within the service area, the Regional Administrator, Health Care Placement Unit, Wardens, Business Managers, Procurement Officers, and contract management staff in the ongoing service area operational issues of: health care contract administration; patient transfers; utilization of health care beds; supply and equipment purchases; and utilization of specialty staff resources.
5%	Maintains a safe and secure environment, by ensuring all safety and Universal Precautions. Report any unsafe equipment or situations and have knowledge of emergency and fire procedures. Uses Therapeutic Strategies Interventions (TSI) techniques to observe behavior and to identify and/or in collaboration with custody staff, intervene in security breaches that could lead to injuries or escape; responsible for the control of patients in collaboration with custody and health care staff and the protection of personal and real property.

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RPA – -

% 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. <i>(Use addition sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of 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>Ability to 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>DESIRABLE QUALIFICATIONS</p> <p>One year of experience in the California state service in a major hospital administrative or management function performing medical support services duties of a class at least comparable in level of responsibility to those of Hospital Administrative Resident IV.</p> <p>OR II</p> <p>Two years of experience in the California state service performing duties in a major hospital administrative or management function performing medical support services duties at least</p>

comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.

OR III

Four years of progressively responsible experience in medical health care administration which must have included at least three years of experience with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.)

(Experience in the California state service applied toward this requirement must be at least the level, duration, and type specified in Patterns I and II above.) and

Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year for year basis.)

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated leadership and 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.

SPECIAL PHYSICAL CHARACTERISTICS

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.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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
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