

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA	EFFECTIVE DATE:
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CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Field Operations	CLASS TITLE Correctional Health Services Administrator II, Correctional Facility
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	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 general administrative direction of the Chief Executive Officer or Chief Support Executive, the Correctional Health Services Administrator (CHSA) II, Correctional Facility (CF) plans, organizes, and directs allied health care support services, custodial and security program services, and administrative support activities in a large-sized or full-scope-of-service health care program. The CHSA II, CF reviews, develops, implements, and evaluates policies and procedures which promote efficient, appropriate, and cost-effective delivery of clinical care and health related services.

% 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>
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ESSENTIAL FUNCTIONS

40% Plans, organizes, directs, or supervises allied health care support and administrative services operations within the institution. Reviews, develops, implements, and evaluates Department policies and procedures to promote the efficient, appropriate, and cost-effective use of health care resources. Formulates, implements, and monitors local operating procedures for allied health care operations, including laboratory, radiological, respiratory, and health records, to ensure compliance with federal and State laws, rules, and regulations. Supervises or directs the storekeeping/warehousing operations and the administrative support functions at the institution. Oversees, reviews, and evaluates audits and related assessments of health care programs in the institution, identifies needs, and takes the appropriate corrective actions when necessary. Provides ongoing communication with internal and external program staff and stakeholders, meets regularly with staff to communicate Department policies and procedures, and provide guidance and direction. Participates in recruiting, selecting, training, and evaluating staff. Develops and implements procedures for evaluating staff on a timely basis, prepares employee performance reports, and takes corrective actions as required.

25% Provides input to the development of the institution’s health care services budget, evaluates the budgetary needs of the health care programs, exercises the appropriate expenditure controls, initiates budget transfer requests, and reviews monthly expenditure reports. Negotiates, manages and monitors local health care contracts. Develops, reviews, and coordinates budget change proposals to address health care services and administrative support needs. Oversees and monitors budgetary allocations and expenditures of institution and develops and prepares the annual budgetary projections for health care programs to meet the long-range health care program needs of the institution. Oversees administrative, contracts, and materials and stores operations. Coordinates internal resources for the execution of relevant third-party and vendor institutional and enterprise projects; provides input on scope and feasibility of projects, monitors changes, projects schedule, resources, and performance and keeps management informed. Attends meetings and participates in

	discussions related to budget issues impacting health care services.
20%	Participates as part of the management team, attends meetings, and collaborates with other managers and health care professionals to develop, implement, manage, monitor, and evaluate the health care operations and services of the institution. Participates in quality management activities including responding to assessments and audits and implementing quality improvement initiatives. Conducts studies, gathers data, prepares reports, and makes appropriate recommendations.
10%	Maintains a safe and secure environment for staff, patients, and other co-workers and ensures related Department policies and procedures are followed. Oversees the implementation of fire safety and emergency evacuation procedures and ensures that operations are consistent with current standards and that staff are trained and prepared to take appropriate action.
5%	Performs other duties as required.

	<p>KNOWLEDGE AND ABILITIES <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.</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.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be 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>SPECIAL PERSONAL CHARACTERISTICS Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation; 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>
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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