

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-620-7500-XXX				
UNIT NAME AND CITY LOCATED Strategic Initiatives and Innovation - California Advancing and Innovating Medi-Cal Compliance and Oversight Unit – Elk Grove	CLASSIFICATION TITLE Career Executive Assignment Level A				
	WORKING TITLE Associate Director, CalAIM Compliance and Oversight Unit				
	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID M01	TENURE C	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)	EFFECTIVE DATE				

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

CDCR and CCHCS values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

CDCR and CCHCS are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for staff as well as rehabilitation for the incarcerated. Additionally, the California Model improves the success of the decarcerated through robust re-entry efforts back into to the community.

PRIMARY DOMAIN:

Under the direction of the Deputy Director, ISUDT, the CEA A serves as the Associate Director for the California Advancing and Innovating Medi-Cal (CalAIM) Justice-Involved Reentry Initiative Compliance and Oversight Unit within CCHCS to manage the statewide CalAIM implementation and operations for compliance and reporting. The incumbent is responsible for leadership, compliance and operational support requiring a high level of knowledge, skill, and expertise to manage the CalAIM specialized workload impacting all institutions statewide. Travel to institutions and work activities outside normal working hours may be required due to operational needs.

% 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

35%

Develops statewide policy for the compliance and oversight program of the CalAIM Justice-Involved Reentry Initiative which includes management and reporting compliance plans, processes, and schedules to adhere to statewide and federal policies, procedures, rules and regulations as mandated by Center of Medicare and Medicaid Services (CMS) and Department of Health Care Services (DHCS). Responsible for leadership, compliance, and operations support required to establish, expand, and operate the CalAIM Compliance and Oversight Unit. Implements change management plans to help program areas adopt new reporting and compliance systems, and

	process improvements. Leads program teams for CDCR/CCHCS including, but not limited to CalAIM impacts with Quality Management, Medical Services, Pharmacy, Mental Health, Nursing, and Division of Adult Parole Operations Transitional Case Management Program to fully operationalize the reporting and compliance for the CalAIM Initiative.
25%	Directly supervises staff supporting regional areas for statewide operations and claiming processes. Reviews, implements, and ensures conformance of CMS and DHCS policies and regulations. Identifies complex business problems, provides advice, and works with internal stakeholders (Deputy Directors, Associate Directors, Chief Nurse Executives, etc.) and external stakeholders (Department of Finance, Legislative Members, Department of Health Care Services' Deputy Director) to draft program impact analysis and develop program solutions and alternatives. Advises internal and external stakeholders in interpreting and appropriately applying complex policies and best practices on programs to comply with state and federal mandates.
25%	Works across CDCR/CCHCS divisions and external stakeholders with multi-disciplinary teams to create and maintain a working environment that supports collaboration to achieve program goals. Coordinates with executive management (Deputy Directors, Associate Directors, etc.) from IT, Legal, and the Privacy Office to develop and implement policies pertaining to the CalAIM initiative, data management and data sharing coordination processes. This includes developing and coordinating data sharing processes with external stakeholders (executive management at Managed Care Plans and County Behavioral Health Departments, and the Department of Health Care Services Strategic Partnerships, as well as other state agencies, and Probation) to support continuity of care post-release.
10%	Secures and manages vendor contracts to ensure schedule, budget, performance and products are consistent with contract deliverables. Creates program management artifacts, plans, and schedules such as tools and deliverables used throughout the reporting life cycle. Interfaces with program sponsors. Measures and evaluates program results according to established criteria. May review and provide first level approval on deliverables and invoices.
5%	Perform other related duties as required.
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.</p> <p><i>Ability to:</i> plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

- Ability to analyze complex problems and recommend and/or implement an effective course of action.
- Well-developed oral, written, and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement, and governmental agencies.
- Demonstrates an in depth understanding and level of expertise in statewide program management, maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior, and exercise a high degree of initiative, innovative problem solving, independent judgement, and work cooperatively with others.
- Ability to quickly adjust to changing priorities, policies, and funding constraints is essential in the dynamic world of Medicaid.
- Ability to create a positive and productive work environment where team members feel valued and inspired to contribute their best is crucial.

OTHER DOMAINS

Not applicable.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

- Persons appointed to this position may be reasonably expected to exert up to 20 pounds 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. Persons appointed to this position must be able to travel to institutions when needed, which will require walking.

SPECIAL PERSONAL CHARACTERISTICS

- Pursuant to California Code of Regulations, Title 2 Section 172, all employees shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid State driver's license, a good driving record, and is expected to drive the car safely.
- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

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