

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Field Operations – Various Locations Statewide		CLASSIFICATION TITLE Career Executive Assignment A				
		WORKING TITLE Chief Support Executive				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID M01	TENURE CEA	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (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.</p>						
PRIMARY DOMAIN:						
<p>Under the direction of the Chief Executive Officer (CEO), Health Care, the Chief Support Executive (CSE) for Health Care Services (Medical, Mental Health, and Dental) is responsible for carrying out the administrative and support functions of Health Care Services. In this capacity, the incumbent is the operational policy advisor to the institution CEO for Health Care Services and is responsible, directly or indirectly, for allied health services, plant operations, fiscal services, budgets, contracts, and procurement. The CSE will also serve as the CEOs' liaison with institution, regional, and/or headquarters (HQ) human resources (HR) and information technology/information systems staff.</p>						
% 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>					
<b>ESSENTIAL FUNCTIONS</b>						
30%	Ensures local policies and procedures are consistent with statewide Health Care Services policies; leads Health Care Services managers in developing local policies and procedures; works with local and HQ managers to identify and resolve gaps between policy expectation feasibility and local procedure implementation.					
25%	Directs all administrative functions, including but not limited to budgets, contracts, and procurement for the institution Health Care Services, institution CEO; implements the Receiver's, or designees, as well as the Director, Division of Health Care Services' (DHCS) and CEO's directives and decisions relating to administrative and support operations.					
20%	Liaison with institution, regional, and/or HQ managers including but not limited to custody, plant operations, warehouse, return to work coordinator, labor relations specialist, HR, information technology/information systems, and employee relations officer to achieve program and policy goals of the Receiver, or designee, and Director, DHCS relating to administrative and support operations of the institution Health Care Services and assists managers by providing administrative support in					

	<p>carrying out their respective missions.</p> <p>Assists the institution's CEO in formulating short and long range goals as well as readiness assessments for compliance audits and inspections from various internal and external entities; identifies barriers and opportunities for improved efficiency through program evaluation, data gathering and analysis, and cost benefit analysis; recommends necessary changes to laws, rules, regulations, policy and procedures; and monitors compliance with all laws, rules, regulations, and policies related to institutional Health Care Services.</p>
5%	<p>As required, serves in an acting capacity in the CEO's absence. Other duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> 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 Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.</p> <p><b>Ability to:</b> 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 Legislature 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 affirmative action objectives.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Three years of experience at a manager level responsible for a wide range of programs or services.</p> <p>Knowledge of principles and practices of the California Correctional Health Care Services or other large complex health care delivery systems organization including its mission, goals, functions, and policies.</p> <p>Knowledge of the State or other large organization's administrative, personnel, and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management. Knowledge of the state's process listed above is highly desirable.</p> <p>Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a management team.</p> <p>Ability to analyze, develop, and implement complex project plans and budgets to ensure that projects are completed on time and within available resources.</p> <p>Ability to gain the confidence and support of executive leadership and provide effective advice on a wide range of administrative and operational matters and policies.</p>

Knowledge of health program administration, including quality management, policy development, program planning, and implementation.

#### 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

- Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, incarcerated patients, or the public.

#### SPECIAL PERSONAL CHARACTERISTICS

- 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 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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# Chief Support Executive – Career Executive Assignment Level A

## Conditions of Employment (Form 631)

Name: \_\_\_\_\_

### INSTRUCTIONS

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

### LOCATIONS YOU ARE WILLING TO WORK

NOTE: California State Prison has been abbreviated to "CSP".

(0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

#### NORTHERN REGION

- 0309 **Mule Creek State Prison**  
Ione, Amador County
- 0802 **Pelican Bay State Prison**  
Crescent City, Del Norte County
- 1805 **High Desert State Prison**  
Susanville, Lassen County
- 2102 **San Quentin State Prison**  
San Quentin, Marin County

- 3404 **Folsom State Prison**  
Represa, Sacramento County
- 3423 **CSP, Sacramento**  
Represa, Sacramento County
- 3914 **California Health Care Facility**  
Stockton, San Joaquin County
- 4804 **California Medical Facility**  
Vacaville, Solano County

- 4811 **CSP, Solano**  
Vacaville, Solano County
- 5505 **Sierra Conservation Center**  
Jamestown, Tuolumne County

#### CENTRAL REGION

- 1015 **Pleasant Valley State Prison**  
Coalinga, Fresno County
- 1514 **North Kern State Prison**  
Delano, Kern County
- 1522 **Kern Valley State Prison**  
Delano, Kern County
- 1605 **Avenal State Prison**  
Avenal, Kings County

- 1606 **CSP, Corcoran**  
Corcoran, Kings County
- 1608 **California Substance Abuse Treatment Facility**  
Corcoran, Kings County
- 2003 **Central California Women's Facility**  
Chowchilla, Madera County
- 2004 **Valley State Prison**  
Chowchilla, Madera County

- 2701 **Correctional Training Facility**  
Soledad, Monterey County
- 2708 **Salinas Valley State Prison**  
Soledad, Monterey County
- 4005 **California Men's Colony**  
San Luis Obispo, San Luis Obispo County

#### SOUTHERN REGION

- 1307 **Calipatria State Prison**  
Calipatria, Imperial County
- 1308 **Centinela State Prison**  
Imperial, Imperial County
- 1503 **California Correctional Institution**  
Tehachapi, Kern County

- 1513 **Wasco State Prison**  
Wasco, Kern County
- 1995 **CSP, Los Angeles**  
Lancaster, Los Angeles County
- 3329 **Ironwood State Prison**  
Blythe, Riverside County

- 3612 **California Institution for Men**  
Chino, San Bernardino County
- 3613 **California Institution for Women**  
Corona, San Bernardino County
- 3715 **R.J. Donovan Correctional Facility**  
San Diego, San Diego County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.