

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-126-8338-008				
UNIT NAME AND CITY LOCATED Medical Services Division, Population Support and Public Health Elk Grove		CLASSIFICATION TITLE Health Program Specialist I				
		WORKING TITLE Health Program Specialist I				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Headquarters, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
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.						
<b>PRIMARY DOMAIN:</b>						
Under the direction of the Staff Services Manager II, the Health Program Specialist (HPS) I is a highly skilled technical consultant who performs a variety of tasks related to administration of healthcare program including: planning, implementation, evaluation and monitoring of health program and special studies or projects. The HPS I research and evaluates health policy issues, analyzes healthcare data, coordinates health program activities, and disseminates information to stakeholders.						
% 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>						
<b>40%</b>	Coordinates and collaborates with internal and external stakeholders in project planning and reporting for Complex Care Support. Independently reviews, researches, analyzes, and prepares complex written documents to ensure that identified health program projects, goals, and objectives are accomplished in compliance with state policies and regulations. Provides leadership and facilitates recommendations to Division executives in the planning, monitoring, evaluation, and improvement of department goals and health programs. Collaborates verbally and in writing with internal and external stakeholders to help coordinate patient care. Provides oversight for Division projects. Manages and updates program schedules, policies, procedures, and programmatic forms as needed, in a timely manner. Provides training to internal and external stakeholders on management reporting tools and health program overviews. Evaluates workload and assess procedures related to Complex Care programs, to streamline processes. Creates staffing requests, as necessary. Ensures compliance with CCHCS health care policies and procedures utilizing communication, teamwork, analytical and organizational skills in facilitating program objectives. Continually assesses and directs solutions to a wide range of programmatic issues through the use of long-range planning, project management, analyzing administrative workflow, analyzing data, communicating with stakeholders regarding any range of health program issues, and managing internal and external program relations serving as subject matter expert (SME).					
<b>30%</b>	Develops, designs, and tests materials, forms, templates, and other tools to support Medical Services Division needs. Monitors and evaluates complex data and performance measures relating					

<p><b>25%</b></p>	<p>to various Complex Care programs. Gathers information, coordinates with clinical SME's regarding program needs, and provides recommendations to executive staff regarding solutions to meet those needs. Assists in the development, deployment, and monitoring of various health care programs using effective communication, analytical and organizational skills, and project management tools.</p> <p>Provides consultation in work groups comprised of multi-disciplinary health care executives that make decisions with significant impact on Medical Services. Develops and maintains assessment tools used for monitoring and evaluating Medical Services program areas related to staffing needs and requirements. Provides support for complex workgroups. Writes new policy and modifies existing policy, as needed. Collaborates with regional staff, institution-based staff, and health care executives at headquarters to resolve barriers. Tracks and determines current activities and status in an effort to measure the program's effectiveness.</p>
<p><b>5%</b></p>	<p>Performs other related duties as assigned.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.</p> <p><i>Ability to:</i> Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Interpersonal Skills: Work independently in a team setting; ability to communicate effectively with staff at all reporting levels and classifications; ability to adapt to and be flexible with changes to assignments and situations.</p> <p><b>OTHER DOMAINS</b></p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.</li> <li>• Involves sitting most of the time but may involve walking or standing for brief periods of time.</li> </ul>

<b>SPECIAL PERSONAL CHARACTERISTICS</b> <ul style="list-style-type: none"> <li>• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>		
<b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>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></b>		
<b>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.</b>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE