

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Chief Psychiatrist		CLASSIFICATION TITLE Chief Psychiatrist				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Mental Health Department				
INCUMBENT (If known)		EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the general direction of the Chief Executive Officer and with close consultation of the Statewide Chief Psychiatrist, the Chief Psychiatrist develops, oversees, and directs the quality and operations of Physician Services within psychiatry for the psychiatric treatment of individuals housed at NAME OF INSTITUTION HERE.

% 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**45%**

Leadership and Quality: Develop, oversee, and champion all quality management and quality improvement activities related to Psychiatrist Physician Services within the Mental Health program. Administrative program management including oversight of implementation and monitoring of Mental Health Program Guide requirements as well as court ordered and headquarters procedures. Work collaboratively with other institutional executive department heads in the delivery of a comprehensive and integrated Health Care Program. Coordinate program interface with other departments by attending meetings such as Executive Staff meetings, Quality Management Committee, Local Governing Body, Suicide Prevention and Response Focused Improvement Team meetings, and Pharmacy and Therapeutics Committee meetings. Co-chair the Mental Health

	<p>Subcommittee. Oversee production of key indicator reports as a means of proof of practice of Psychiatry Services program compliance. Oversee the appropriate use and timely completion of Quality Improvement Plans and Corrective Action Plans related to Psychiatry Services.</p> <p>30% Operational Oversight: Ensure the provision of safe, effective, timely, and evidence-based psychiatry services for crisis intervention, inpatient, and outpatient clinical care. Oversee development, revision, and operational compliance with local operating procedures related to the Psychiatrist Physician Services within the Mental Health program. Maintain effective procedures for availability of Physician Services within psychiatry during weekends, holidays, and on-call after hours. Monitor, assess, and improve clinical operations and access to care in partnership with custody, nursing, mental health, laboratory, radiology, pharmacy, and medical administration.</p> <p>10% Staff Recruitment/Development: Participate in psychiatric clinical and psychiatric support staff recruitment, hiring, development, and retention programs. Develop, implement, and monitor clear and realistic expectations for psychiatrist psychiatric support staff. Lead Psychiatric Physician Services provider meetings. Encourage and monitor continuous professional development and improvement. Facilitate as needed corrective and/or disciplinary action in conjunction with the Hiring Authority and Health Care Employee Relations Officer. As indicated, serve as a leader in the development or expansion of partnerships with academic psychiatric training programs (e.g., medical schools, psychiatric residencies, psychiatric fellowships).</p> <p>5% Courts/Grievances: Ensures compliance with all regulatory and reporting requirements for relevant reports including those for Penal Code 2602 and 2604 hearings, the Attorney General's Office, the Office of the Special Master, the courts, and others as required. In conjunction with the Health Care Grievance Office, ensure that health care grievances related to Psychiatry Services are completed timely.</p> <p>5% Budget: Expenditures for the Psychiatry Services Program are managed appropriately and remain within the institutional budgetary allotment.</p> <p>5% Headquarters/Training: Communicate with the Statewide Chief Psychiatrist and the Deputy Director, Mental Health with regard to program activation, policy implementation, compliance matters, and other special requests for information. Attend regional and statewide meetings, traveling as necessary. Responsible for meeting yearly In-Service Training requirements and other departmental trainings. Participation in Continuing Medical Education and other activities required to maintain licensure to practice. Provide direct patient care if necessary.</p> <p>SUPERVISORY RESPONSIBILITIES: Directly supervises the Senior Psychiatrist Supervisor and/or Staff Psychiatrists, Psychiatric Nurse Practitioners, and Registry Psychiatrists, as well as Medical Assistants and as allocated support staff (e.g., Health Program Specialist I, Office Technician).</p> <p>QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>EDUCATION and/or EXPERIENCE: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. AND: Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry. AND: Two years of experience as a psychiatrist in a correctional facility, in a</p>
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	<p>psychiatric outpatient clinic or in a diagnostic clinic.</p> <p>LANGUAGE SKILLS: Ability to read, analyze and interpret medical journals, texts, medical records, consultation notes, policies and procedures; interview and provide information to people of varying backgrounds; accurately and clearly complete medical records, abstracts, and other reports; and communicate effectively.</p> <p>MATHEMATICAL SKILLS: Ability to work with concepts such as probability and statistical inference; apply such concepts as fractions, percentages, ratios, and proportions to practical situations; and calculate dosages.</p> <p>REASONING ABILITY: Ability to organize and prioritize work; interpret conflicting or ambiguous information; and analyze situations accurately and adopt an effective course of action.</p> <p>CERTIFICATES, LICENSES, REGISTRATIONS: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners and possession of a valid license issued by an American Medical Society Board or an American Osteopathic Board as a specialist in one of the fields of medicine, or eligibility for examination for such a certificate as evidenced by a written statement from the Secretary of an American Specialty.</p> <p>PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Knowledge of principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; principles, methods and objectives of training treatment personnel.</p> <p><i>Ability to:</i> Ability to plan and direct the psychiatric activities in an institution. Prepare and supervise the preparation of case histories and the keeping of hospital records; prepare comprehensive medical reports; manage medical emergencies according to community standards of care.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>OTHER DOMAINS</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • 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. <p>SPECIAL PHYSICAL CHARACTERISTICS</p>

<p>Persons appointed to this position 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.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • 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. 		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p>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></p>		
<p>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.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE