

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 065-923-9774-004				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Region II, Fresno	CLASSIFICATION TITLE Chief Psychiatrist, C&RS				
	WORKING TITLE Regional Chief Psychiatrist				
	COI Yes ☒ No ☐	WORK WEEK GROUP SE	CBID M16	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 1320 E. Shaw Ave., STE 150, Fresno, CA 93710				
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:	n/a
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Under the general direction of the California Department of Corrections and Rehabilitation (CDCR), Division of Health Care Services, Statewide Mental Health Program (SMHP) Assistant Deputy Director, Psychiatry, the Regional Chief Psychiatrist is responsible for providing direct assistance to CDCR institutions, which include the identification and removal of obstacles to providing psychiatric services, identification and monitoring of corrective action plans, and participation in quality management processes. With focus on court-ordered directives, the Chief Psychiatrist will work to make improvements in productivity and quality of care, providing guidance and consultation to the institutions. Statewide travel is required.

% 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

30%

Performs Psychiatry Quality of Care reviews at the institutions to ensure timely and accurate evaluations of programs. Regularly monitors Quality Management (QM) registries and dashboards relevant to psychiatry for all institutions in the region, provides updates regarding the performance of HQ Psychiatry, and researches problematic items (e.g. measures with poor compliance or a sudden change in compliance). Reports on QM items related to psychiatry in the monthly Mental Health QM Subcommittee and works with institutional psychiatry leadership on any items identified as requiring follow-up, including assisting with the development of Corrective Action Plans (CAPs). Conducts onsite meetings with psychiatry managers and line staff at those institutions to ensure and measure

	whether patients are being brought to psychiatrists for regular appointments in confidential office space and whether assistance is being provided to ensure patient confidentiality and protocol are being met. Tracks and ensures treatment of low utilizing, isolating patients with serious mental illness who avoid mental health care but need it (e.g. those with schizophrenia). Works with patients who frequently move between institutions for mental health reasons, to find more stable and helpful living conditions. Assesses appropriate environments for pharmacotherapy for high-utilizing patients and helps to ensure patients can be moved to those environments. Travel is required.
30%	Tracks psychiatry staffing and ensures adequate psychiatric leadership is available at institutions, particularly those with vacant psychiatric leadership positions. Fills in as the psychiatric leadership at institutions, when needed. Ensures that local psychiatric leadership is included in local leadership decisions involving the organization of mental health clinical care in the institutions and helps coordinate patient care between tele psychiatrists and local psychiatrists. Meets with psychiatry managers and staff psychiatrists to provide specific feedback regarding appropriate psychological or psychiatric consultation that may be needed and information about statewide policy and priorities. Collaborates and participates with institutional psychiatry leadership and Utilization Management to help patients who need electroconvulsive therapy (ECT) and other specialized psychiatric interventions to get the services they need. Works collaboratively to ensure patients who need court interventions can get them, for example, PC2602's and conservatorships. Works with HQ psychiatric and legal leadership to find and disseminate expert opinions about the care of patients with complex medico-legal issues. Fills in for HQ psychiatrists and provides recommendations in HQ meetings, particularly around quality management topics influencing psychiatric practice in the field. Assists in delivering Electronic Health Record System (EHRS) training and other training to psychiatrists in the field, as well as providing feedback and adding content that is needed for psychiatric trainings.
20%	Works with institutional and HQ psychiatry staff to assess staffing and recruit psychiatrists into leadership and staff positions in institutions and assists with the hiring process, orientation, and onboarding. Tours California psychiatric residency programs and helps to establish fellowships and educational opportunities for current and future CDCR psychiatrists. Assists with the ongoing program improvements at the institutions to include involvement in self-monitoring. Participates in external monitoring tours, for example, with Coleman experts. Develops written reports on activities, issues, and progress in the institutions.
15%	Reviews field operations and develops and implements policies and procedures related to mental health medication management services and resources. Assists with suicide case reviews and implementation and creation of Quality Improvement Plans (QIPs). Attends meetings at the institutional level regarding psychiatric patient care. Analyzes and reports psychiatric practice and performance trends at least quarterly and functions as a subject matter expert. Participates in staff meetings, SMHP committees and reviews, and workgroups to ensure proper treatment protocols and standards are maintained.
5%	Performs other related duties as required, including direct patient care coverage on an urgent basis.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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; and principles, methods, and objectives of training treatment personnel.

Ability to: Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate and effect practical and comprehensive plans for the psychiatric care and treatment of adult and juvenile offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively.

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 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 or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; demonstrated leadership ability; willingness to work in a State correctional facility; emotional stability; alertness; keenness of observation; tact; and patience.

- 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

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