

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-500-8241-XXX				
UNIT NAME AND CITY LOCATED Institution Operations Elk Grove, CA		CLASSIFICATION TITLE Receiver's Nurse Executive				
		WORKING TITLE Assistant Deputy Director, Nursing Operations				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID M17	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Elk Grove Headquarters				
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 direct supervision of the Deputy Director, Institution Operations, and functional supervision of the Deputy Director, Statewide Nursing Services, the Assistant Deputy Director (ADD), Nursing Operations provides executive nursing leadership, direction, and oversight for nursing operations across all four regions. The ADD is responsible for advancing institutional professional nursing practice, ensuring high-quality patient outcomes and aligning nursing operations with the organizational strategic priorities. The ADD is administratively responsible for ensuring timely, safe, efficient, and cost-effective nursing practices within CDCR adult institutions. The ADD informs the development of statewide nursing policies, clinical programs, staffing models, and nursing informatics. The ADD functionally supervises the Regional Chief Nurse Executives (RCNE) and participates in the selection of healthcare executives and nursing managers. Extensive 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>					
	ESSENTIAL FUNCTIONS					
40%	Operational Oversight and Strategic Alignment Determines priorities and provides executive oversight of nursing services across regional facilities ensuring alignment with statewide strategic priorities. Ensures effective, efficient, and consistent implementation of nursing policies, patient care delivery models, and specialized clinical programs (e.g., Triage, Chronic Care, Mental Health Nursing). Collaborates with headquarters (HQ), regional, and institutional leaders to develop performance expectations for nursing leadership in alignment with the Nurse Practice Act and					

	organizational standards. Ensures monitoring processes and audit tools are utilized to evaluate consistent delivery of high-quality, cost-effective nursing care. Partners with physician/mental health leaders, HQ and operational executives to drive clinical excellence, improve care coordination, workforce engagement and innovation in care delivery.
25%	Personnel Leadership and Workforce Development Participates in the recruitment, selection, training, mentoring, and evaluation of RCNE and functionally supervises their performance. Identifies and cultivates a robust pipeline of high-potential nursing leaders for inclusion in succession planning to ensure seamless leadership continuity and organizational stability across all regions. Provides high-level coaching and mentoring to regional and institutional nursing executives on navigating complex medico-legal environments and intra-disciplinary collaboration to improve patient outcomes and staff morale. Formalizes a structured executive integration program that provides new nursing leaders with a comprehensive overview of statewide policies, labor relations, budgetary oversight and organizational strategic priorities. Promote a culture of engagement, accountability and professional respect and excellence.
20%	Clinical Liaison and Subject Matter Expertise Serves as the Nursing Executive liaison between Nursing Operations, the Deputy Director of Nursing Services, and HQ Nursing Executives. Ensure statewide organizational expectations and professional standards of practice are consistently operationalized across all institutions. Acts as a Subject Matter Expert to inform statewide policies, resource requests, and nurse staffing. Provides executive-level clinical direction regarding complex nursing care and patient throughput. Mentors nursing leaders on the use of validated acuity data to justify staffing augmentations or redirections during the annual Budget Change Proposal (BCP) cycle. Establishes a standard for Real-Time Workload Analysis, ensuring that nursing leaders are mentored on how to adjust daily staffing based on fluctuating patient needs (e.g., unexpected medical emergencies or high-volume intake). Identifies opportunities to optimize resources while maintaining quality care.
10%	Quality Improvement and Medico-Legal Mitigation Participates in committees and workgroups to enhance patient safety and high-value professional practices. Analyzes nursing metrics to mitigate medico-legal risk and optimize patient outcomes. Promotes evidence-based practice and innovation in nursing care delivery. Monitors key performance indicators including patient outcomes, infection prevention, safety metrics, and indicators consistent with the National Database of Nursing Quality Indicators. Leads initiatives to advance nursing research, education and professional governance.
5%	Performs other duties as required to support the mission of Correctional Health Care Services.
	KNOWLEDGE AND ABILITIES Knowledge of modern principles and practices of general medicine and surgery and skill in their application; modern hospital administration and management; and principles and techniques used in the diagnosis and treatment of mental diseases. Experience in planning and directing the medical, surgical, dental and psychiatric activities in an institution and instruct nurses in routine procedures; diagnose and treat a wide variety of diseases and injuries; prepare and supervise the preparation of case histories and the keeping of hospital records; prepare comprehensive medical reports; analyze situations accurately and adopt an effective course of action. Experience leading multidisciplinary clinical teams, assessing and developing staff and managing performance. Strong financial acumen, resource allocation, and operational planning. Demonstrate strong relationship-building, collaboration, negotiation, conflict resolution and oral communication skills. Required core competencies include: • Professional/technical expertise • Customer focus • Teamwork • Valuing diversity • Managing performance • Leadership

	• Planning and organizing • Organizational savvy • Process improvement • Developing others • Managing change • Strategic View DESIRABLE QUALIFICATIONS Clinical experience in a correctional facility; and experience in health care system and program design and development. (10-15 years of progressive nursing leadership experience, experience overseeing nursing operations across multiple hospital or correctional settings, demonstrated success in quality improvement, workforce development and strategic leadership. NEA-BC or CENP certification.) 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 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, forensic clients, patients, the incarcerated or the public. SPECIAL PERSONAL CHARACTERISTICS • Incumbents must possess the willingness to work in a correctional facility. • Possess sympathetic and objective understanding regarding problems of incarcerated patients. • Be tactful and patient. • 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 support 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