

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-822-8428-001				
UNIT NAME AND CITY LOCATED Compliance and Reporting Unit, Corrections Services Elk Grove, CA		CLASSIFICATION TITLE Health Program Manager II (Supervisory)				
		WORKING TITLE Health Program Manager II (Supervisory)				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID S01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758				
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 Associate Director, Compliance and Reporting Unit, the Health Program Manager II (Supervisory) oversees the activities of section staff responsible for evaluating the effectiveness, efficiency, and compliance at each CDCR institution with health care related CCHCS policies and procedures, court mandates, and federal and state regulations; facilitating timely access to health care services for patients. Travel may be 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%	Oversees staff working on or responsible for various healthcare related audit projects, and reports such as Operations Monitoring Audits, Delegation Reports, Access Quality Reports, Armstrong Monitoring Tour Reports, Sign Language Interpreter Audits, Effective Communication, Disability Placement Program and Developmental Disability Program Allegations of Staff Non-Compliance, and the Americans with Disabilities Act. Manages the evaluation and reporting of statewide health care compliance issues with policies, procedures, court mandates, and regulations. Monitor changes in regulations and standards. Utilizes current trends to assist in the formulation of health care audit tools and reports. Directs staff toward the completion of complex projects, analytical studies, reports, or other assignments for Corrections Services (CS)' stakeholders. Oversees the					

25% 20% 10% 5%	development and application of validation protocols critical to monitoring and improving audits and data accuracy. In conjunction with Information Technology Services Division, oversees the planning, development, implementation, evaluation, and maintenance of automated processes and data systems to meet business requirements and ensure that systems are efficient, sustainable, and compliant with the CCHCS standards for systems documentation and performance. Provides direction to staff that directly and indirectly report to this position. Sets program priorities and objectives, ensure appropriate staffing within the program, promote professional development and secession planning, respond to staff concerns, and addresses performance issues. Hires, evaluates, trains, motivates, disciplines, and otherwise manages employees under direct line of supervision. Promotes CCHCS's Equal Employment Opportunity, Americans with Disabilities Act, and other personnel practices and policies to maintain standards that promotes a work environment free from discrimination, harassment, retaliation, and unprofessional or disrespectful conduct using knowledge of policies and procedures and communication skills on an on-going basis. Ensures management and staff have access to the resources necessary to perform assigned tasks, which includes, but is not limited to, training and staff development programs, information technology, equipment, supplies, and physical space. Regularly reviews major program processes to evaluate how well they are functioning. Works with appropriate people to act when problems occur; establishes clear standards and metrics for program evaluation. Reviews work products issued by subordinate staff, including, but not limited to, memoranda, briefing documents, analysis, reports, training materials, change packages and tool kits, tracking systems, and databases. Provides edits as appropriate to observe CS' standards for content and presentation. As necessary, completes time-sensitive and complex data requests for executive staff. Advises and provides consultation to CCHCS staff at all reporting levels relative to health care compliance issues and related data. Represents the program in meetings with stakeholders, including institution staff, headquarters and regional health care executives, state oversight agencies, the Legislature, and other stakeholder groups. Performs other job-related duties, as required. Travel may be required.
	KNOWLEDGE AND ABILITIES <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. Principles and techniques of management and public administration; Federal, State and local standards, issues, policies and priorities related to health services financing, health services delivery, health promotion, disease prevention, and environmental factors impacting health. <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. Manage a major health program(s) or project; assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health programs and project activities; work effectively with various health disciplines and community agencies and lenders in coordinating health services and implementing health programs and in developing and interpreting health policies, regulations and procedures; negotiate and coordinate policy relationships with Federal, State and local agencies; utilize public administration methods including budgeting and personnel practices in achieving implementation of legislation and new health programs statewide; serve as a technical program expert to higher level management and represent the department's position before legislative committees and other State agencies.

DESIRABLE QUALIFICATIONS

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Demonstrated leadership and program planning ability; documented experience working with data and health-policy related topics; demonstrated ability to act independently, open-mindedness, flexibility, and tact.

OTHER DOMAINS – N/A

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

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.
- Demonstrated ability to act independently; initiative; flexibility; and tact.

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
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