

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-400-4800-005				
UNIT NAME AND CITY LOCATED Business Services Direct Care Contracts Section – Elk Grove Contract Management Team		CLASSIFICATION TITLE Supervisor I				
		WORKING TITLE				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID S01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): 8:00 AM to 5:00 PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, 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 general direction of the Supervisor II, the Supervisor I functions as the Manager over the Contract Management Team (CMT) in the Health Care Contracts and Claims Management Branch (HCCCMB), Direct Care Contracts Section (DCCS). The Supervisor I is responsible for providing overall direction and supervision for the CMT staff. Specific amounts of overtime, travel, and institution visits may vary.						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
40%	Effectively plans, organizes, supervises, and directs all activities within the CMT. Demonstrates effective management by overseeing, supervising, and guiding staff involved in contract management from execution to closeout, ensuring compliance with contractual terms, regulations, and departmental policies. Develops and implements processes for monitoring contract performance, compliance, deliverables, and purchase orders. Oversees coordination and development for all contract amendments, identifying gaps and improvements for future amendments and contracts. Manages and maintains relationships with vendors, contractors, and other external stakeholders, ensuring alignment with contract requirements and organizational goals. Work cross-functionally with HCCCMB Supervisor I's to ensure consistency and efficiency					

	within the department. Serves as the primary point of contact for internal and external stakeholders regarding contract-related inquiries, issues, and disputes.
20%	Oversees the review and analysis of contract terms and conditions to pinpoint potential risks and propose mitigation strategies during contract management phases and for future contract documents and solicitations. Supervise the identification, assessment, and mitigation of contract-related risks, proactively addressing potential issues to minimize negative impacts on project timelines and outcomes. Coordinates the establishment of appropriate risk management strategies and contingency plans to address unforeseen circumstances or changes in the project scope. Directs the review of contract and purchase order funding change requests and facilitate cross-functional collaboration within the section and department to complete these requests, ensuring alignment with the current budget and needs. Fosters communication and collaboration between stakeholders to address concerns and achieve mutual objectives. Identifies opportunities for process improvement and optimization in contract management activities, leveraging technology, automation, and best practices. Stays informed of industry trends, regulatory changes, and emerging technologies in contract management, recommending adjustments to policies and procedures as needed. Develops data-driven dashboards and reports to present to management for proactive review and discussion of contract activities. Cultivates a culture of continuous learning and professional development within CMT, promoting innovation and creativity in problem-solving.
20%	Effectively manages, supervises, advises, and directs staff in accordance with established departmental, state, and federal policies, procedures, rules, and regulations. Promotes a productive, team-oriented working environment. Communicates program goals and objectives to staff. Establishes performance expectations and requirements. Prepares probation reports and performance reviews; support staff development; and address performance problems. Provides training regarding job requirements, methods, priorities, and deadlines. Schedule formal training for staff as necessary for effective job performance and business standards.
15%	Facilitates and attends meetings with contractors, specialty providers, institutional staff, headquarters staff, and other stakeholders regarding direct care contracts, including care coordination and onboarding transitions between new providers and the institution, in collaboration with the Contract Support Team. Acts as a liaison between stakeholders regarding contract issues, problems, language, and legal conformity. Use effective communication to provide updates and recommendations to the Supervisor II on critical issues.
5%	Participates in meetings with external and internal stakeholders or executive management when requested by DCCS senior management to attend on their behalf. May act on behalf of the Supervisor II at meetings in their absence. Performs other related duties as assigned.
	KNOWLEDGE AND ABILITIES Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a

complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources. 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 may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently, or to constantly lift, carry, push, pull, or otherwise move objects. It involves sitting most of the time but may involve walking or standing for brief periods. SPECIAL PERSONAL CHARACTERISTICS - A demonstrated interest in assuming increasing responsibility. - 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