

DUTY STATEMENT

Classification: Nurse Evaluator III	
Working Title: Nurse Evaluator III	
Program: Program Operations	
Division: Clinical Assurance Division	
Section: Clinical Review Section A - C	
Branch: Medical Consultations Branch	
Unit: Unit A - E	
Office Location:	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: S17	Position Number: 805-200-8145-xxx
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under direction of the Nurse Evaluator IV, Section Chief, the Nurse Evaluator (NE) III supervises a unit of Nurse Evaluators responsible for performing post-payment hospital claims reviews, adjudication of Treatment Authorization Requests (TARs), drafting state fair hearing documents, and participating in assigned state fair hearings. The NE III is responsible for training and mentoring staff, providing clinical consultations, and ensuring all work products meet Medi-Cal guidelines, division policies, and state and federal regulations, guidelines, and procedures. The NE III also serves as lead on assigned post-payment claims reviews. Travel statewide, including overnight, of up to 5% of the time, by airplane, train, automobile, and other transportation methods may be required. Travel related duties may take up to a week at a time and several weeks per month and are dependent upon workload and operational need. This position may be located in the following locations: 840 Stillwater Road, West Sacramento, CA 95605 311 S. Spring Street, Los Angeles, CA 90013 11175 Azusa Court, Rancho Cucamonga, CA 91730 7575 Metropolitan Drive, San Diego, CA 92108	

Job Summary (cont):

The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
35%	Directly supervises and coordinates the activities of NE IIs performing Utilization Management and other field office functions. Leads or supervises lead staff in conducting post-claims oversight case reviews at assigned hospitals to ensure hospital compliance with Medi-Cal policy. Provides ongoing support and supervision of onsite review procedures and recommends needed improvement for standardization of process statewide and for monitoring efficiency and effectiveness. Supervises and consults with NE II staff in the adjudication of TARs. Implements standardized staff performance standards and expectations, provide orientation and on-the-job training to new staff, and provide ongoing technical support and guidance to staff. Evaluates and provides feedback to staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments and behaviors, and providing good communication. Recognizes the efforts and accomplishments of staff to promote morale and achieve operational efficiency.
20%	Initiates and/or participates in the progressive discipline process to correct/improve employee performance and behavior utilizing various resources and techniques. Completes probationary and annual performance reports. Performs various management responsibilities such as personnel recruitment, hiring and training; conducts staff meetings; identifies goals, objectives, and priorities.
15%	Prepares reports, memos, fair hearing position statements, and correspondence pertaining to program related issues. Collects and analyzes statistical data. Participates in fair hearings and court cases.
10%	Coordinates with other NE IIIs to provide consultation to staff to ensure uniformity and consistency in program implementation and compliance with state and federal regulations, guidelines and procedures.
10%	Interfaces with beneficiaries, providers, community groups, and other state and governmental agencies. Participates in training and interpreting program regulations and policies to these groups. Provides outreach and coordination of services with providers in order to link appropriate clients to available programs.
5%	Participates on special projects assigned by the Division, Branch, or Field Office Administration. Travel of up to 5% is required to field offices statewide to attend meetings and/or conduct provider outreach, which may require overnight stays.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):Nurse Evaluator IV.**Supervision Exercised: (check all that apply)**☐ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☒ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☒ Valid Professional License (please specify): California Board of Registered Nursing**Desirable Qualifications:**

-Ability to move/lift/carry/reach material which may weigh up to 25 pounds.

-Ability to use modern office technology, tools and equipment (e.g., cell phones, computer and other IT equipment).

-Ability to work in a fast-paced environment, able to multi-task set priorities, and meet deadlines.

-Customer service oriented, demonstrates professional customer service skills, and strong interpersonal skills.

-Demonstrates a positive attitude, flexibility, and dependability in all workplace activities

-Demonstrates excellent attendance and punctuality.

-Remain in a stationary position for extended periods of time

-Ability to work in a noisy environment.

-Available to work from 7:30 a.m. to 5:30 p.m., Monday through Friday, and in office as needed.

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over NightRequires Lifting of Heavy Objects up to: 25 lbs**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Claire EddeAnalyst Signature:
Claire EddeDigitally signed by Claire Edde
Date: 2026.08.31 13:28:52 -07'00'Date:
08/31/2026**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)	
Sacramento, CA	DHCS East End Complex, Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.