

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Supervisor I				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO San Quentin				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Chief of Mental Health, the Supervisor I performs the more complex and sensitive work in the development, implementation, ongoing operations and management of the Special Programs and Contract Unit. Direct supervision of assigned staff, coordinates management of assignments, develops and monitors work plans. Identifies and develops a variety of institutional and community-based programs specializing in cognitive behavioral therapy, gender-responsive and trauma informed services such as substance use disorder treatment, education, employment, and community reintegration programming in support of reducing recidivism. In addition, the Supervisor I provides contractual oversight for multiple contract providers delivering services to the California Department of Corrections and Rehabilitation incarcerated and parolee population.						
% 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					
45%	Perform a wide variety of fiscal, management, and staff services functions including areas such as personnel, budget, management analysis, administrative services, program evaluation and planning, and policy analysis and formulation. Directly supervise a small group of analysts performing journeyman level work, personally perform the more complex and sensitive work assignments.					
20%	Act as the subject-matter generalists who have demonstrated possession of the strong analytical skills, supervisory abilities, and personal qualifications to succeed in a broad range of fiscal, management, staff services, and related settings. Responsible for the effective resolution of a broad range of governmental and/or supervisory problems. Develop work plans and oversee administrative functions such as legislative proposals and analyses, RFP processes, Budget					

20% 10% 5%	Change Proposals, administration of the program budgets and expenditures, policy development and regulations, federal and local grant proposals, interagency agreements and strategic plans. Conduct and/or review analytical studies and surveys. Formulate procedures, policies, and program alternatives. Make recommendations on a broad spectrum of administrative and program-related problems. Select, develop, train, and supervise assigned staff; review, edit and document the workload of staff; complete required probation and annual progress reports; verbally counsel and exercise discipline when necessary. Ensure staff attends/completes annual training. Review and analyze proposed legislation and advise management on its impact or potential impact. Represent the Department as assigned and perform other related work. Travel may be required. Performs other duties as 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, and principles and practices of employee supervision, development and training; methods and techniques of effective leadership; federal, state and local health programs, policies, objectives, and constraints; equal employment opportunity and affirmative action policies, and 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, and 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 OTHER DOMAINS 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 incarcerated individuals. 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.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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