

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Chief Psychiatrist, CF				
		WORKING TITLE Chief Psychiatrist, CF				
		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				
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 Chief Psychologist for the overall mental health program, the Chief Psychiatrist will perform the following duties.						
% 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%	Under general direction, assist in the supervision necessary to maintain high standards of psychiatric and general medical care and treatment for the incarcerated individuals; supervise and assist with the examination and diagnosis of mental patients, assist in the determining type of psychiatric and general medical treatment needed; supervise the administration of psychiatric treatment with assistance from nurses and technicians as necessary; advise staff on appropriate treatment techniques for specific cases; examine and treat patients requiring more difficult forms of psychiatric treatment; perform general medical and surgical when needed; make ward psychiatric patients confined to the infirmary, read progress notes, and prescribe changes in treatment when indicated; consult with Receiver's Medical Executive and other staff physicians as necessary for the general care and treatment of patients; present complex and serious cases to Receiver's Medical Executive for advice and decisions; make recommendations for transfer of					

30% 15% 10%	complex cases for further psychiatric treatment or programs. Supervise the consultation and treatment of psychiatric patients; treat difficult psychiatric cases effectively; analyze situations accurately and take appropriate action; supervise report writing to custody and read psychiatric board reports for us in determining if incarcerated patients are suitable for release or if further psychiatric care is required; make suggestions in the preparation of workups for patients transferred to other psychiatric facilities for further treatment. Direct and coordinate work of a professional staff; write probationary reports and annual evaluations on psychiatric staff; make recommendations in the treatment of psychiatric cases; establish and maintain effective relationship with those contacted in the course of work regarding psychiatric care; supervise the application of psychiatric, physical therapy, and various rehabilitative therapies. Schedule psychiatric coverage for on-call, emergency and weekend duties and perform other duties as assigned by the Receiver's Medical Executive. Performs special assignments as requested by the Chief Executive Officer.
	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, ability, 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 or incarcerated youths. Assignments may include sole responsibility for the supervision of incarcerated individuals or incarcerated youths and/or the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation. - 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</i>	

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