DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	065-935-9759-001
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Region I Elk Grove	CLASSIFICATION TITLE Senior Psychiatrist (Specialist), C&RS (Safety) WORKING TITLE Senior Psychiatrist (Specialist), C&RS (Safety)

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	SE	R16	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8220 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 CDCR, Division of Health Care Services, Statewide Mental Health Program (SMHP) Regional Chief Psychiatrist, the Senior Psychiatrist Specialist is responsible for providing direct assistance to CDCR institutions, which includes the identification and removal of obstacles to providing psychiatric services, identification and monitoring of corrective action plans, and participation in quality management processes. With focus on court-ordered directives, the Senior Psychiatrist, Specialist will work to make improvements in productivity and quality of care, providing guidance and consultation to the institutions. **This position will require 50% statewide travel.**

% 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
30%	Performs Psychiatry Quality of Care reviews at the institutions to ensure timely and accurate evaluations of programs. Regularly monitors QM registries and dashboards relevant to psychiatry for all institutions in the region, provides updates regarding performance to HQ Psychiatry, and researches problematic items (e.g. measures with poor compliance or a sudden change in compliance). Reports on QM items related to psychiatry in the monthly MH Quality Management Subcommittee, and works with institutional psychiatry leadership on any items identified as requiring follow up, to include assisting with the development of CAPs. Conducts onsite meetings with psychiatry managers and line staff at those institutions with the goal of trying to ensure and measure

	whether patients are being brought to psychiatrists for regular appointments in confidential office space and whether assistance is being provided to ensure that this occurs. Helps to track and ensure treatment of low utilizing, isolating patients with serious mental illness who avoid mental health care but need it (e.g. those with schizophrenia). Provides help in working with patients who move frequently between institutions for mental health reasons, to try to find more stable and helpful living conditions. Assesses appropriate environments for pharmacotherapy for these high utilizing patients and helps to ensure patients can be moved to those environments.
30%	Helps ensure adequate psychiatric leadership is available at institutions, particularly those with vacant psychiatric leadership positions. Helps to ensure that local psychiatric leadership is included in local leadership decisions involving the organization of mental health clinical care in the institutions. Helps to coordinate patient care between telepsychiatrists and local psychiatrists. Meets with psychiatry managers and staff psychiatrists to provide specific feedback regarding appropriate psychological or psychiatric consultation that may be needed and information about statewide policy and priorities. Collaborates and participates with institutional psychiatry leadership and Utilization Management to help patients who need ECT and other specialized psychiatric interventions to get the services they need. Works collaboratively to make sure that patients who need court interventions can get them, for example PC2602's and conservatorships. Works with HQ psychiatric and legal leadership to find and disseminate expert opinion about the care of patients with complex medico-legal issues. Fills in for HQ psychiatrists and contributes ideas to HQ meetings, particularly around quality management topics influencing psychiatric practice in the field. Helps to deliver EHRS and other training to psychiatrists in the field, as well as providing feedback and adding content that is needed for psychiatric trainings.
20%	Works with institutional and HQ psychiatry staff to recruit psychiatrists into leadership and staff positions in institutions, including helping with orientation and onboarding. Tours California psychiatric residency programs and helps to establish fellowships and educational opportunities for current and future CDCR psychiatrists. Assists with the ongoing program improvements at the institutions to include involvement in self-monitoring. Participates in external monitoring tours, for example with Coleman experts. Develops written reports on activities, issues, and progress in the institutions.
20%	Reviews field operations and assists with implementation of policies and procedures related to mental health medication management services and resources. Assists with suicide case reviews and implementation and creation of Quality Improvement Plans (QIPs). Attends meetings at the institutional level regarding psychiatric patient care. Analyzes and reports psychiatric practice and performance trends at least quarterly, and functions as a subject matter expert. Participates in staff meetings, SMHP committees and reviews, and workgroups to ensure proper treatment protocols and standards are maintained. Performs other related duties as required, including direct patient care coverage on an urgent basis.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles and methods of psychiatry; current developments in the field of psychiatry, including developmental disabilities; principles of neurology; principles and application of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other health care services; psychiatric research methods and techniques; and principles, methods, and objectives of training treatment personnel. *Ability to:* Coordinate and participate in psychiatric research; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

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 inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; emotional stability; and demonstrated leadership ability.

- 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