

DUTY STATEMENT

Classification: Nurse Evaluator III	
Working Title: Care Management Nurse Evaluator III	
Program: Health Care Delivery Systems	
Division: Integrated Systems of Care	
Branch: HCBS Operations	
Section: Clinical and Waiver Care Services	
Unit: Care Management Unit B	
Office Location: 1700 K Street, Sacramento, CA 95814	
COI Position: ☒ Yes ☐ No	Telework Eligible: ☒ Yes ☐ No
CBID: R17	Position Number: 805-076-8145-005
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 the direction of the Supervisor II, Chief of the Clinical and Waiver Care Services Section (CWCSS), the Nurse Evaluator (NE) III is responsible for the supervision of the statewide authorization and care coordination duties for various Home and Community-Based Services (HCBS) programs including, but not limited to, the California Community Transitions (CCT) program, Home and Community-Based Alternatives (HCBA) Waiver, and the Assisted Living Waiver (ALW). The unit is responsible for authorizing services for Medi-Cal beneficiaries enrolled in HCBS programs and performing care coordination duties for the HCBA waiver in areas that are not covered by a waiver agency. The unit is responsible for reviewing, validating, and documenting eligibility of Medi-Cal beneficiaries for HCBS programs, including evaluation of level of care (LOC) determinations, development of person-centered service plans, and the integration of long-term services and supports for seniors and persons with disabilities and Medicare/Medi-Cal Dual eligible beneficiaries into the community. Performs other duties as necessary to ensure Medi-Cal members are provided adequate health, behavioral, and social services necessary to maintain their health and well-being in the community. The NE III provides technical assistance to Waiver Agencies (WA) and HCBS providers on an ongoing basis; particularly with addressing quality management relevant to HCBS program participants' health and welfare. The nature and extent of the duties of this position may necessitate statewide travel, up to 10 percent of the time, and may require overnight stays.	

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%	Manages staff conducting administrative, eligibility and medical necessity reviews of applicants requesting enrollment into the HCBA Waiver. These activities include, but are not limited to, receipt of an intake assessment and verification of initial program eligibility; medical record reviews; HCBA Waiver Enrollment packet review; and coordination of services to facilitate development of a person-centered care plan for HCBS programs. Review, validate, and document level of care evaluations to determine eligibility in HCBS programs and develop a system to ensure initial level of care evaluations for potential HCBS program participants are reviewed in a timely manner. The incumbent approves or denies enrollment requests in accordance with requirements set forth in applicable State law, Federal law, HCBS Waiver application, provider contract, program manuals, and policy letters. Assigns and oversees a wide variety of care coordination assignments, such as: evaluating quality of care being received by HCBA Waiver participants; evaluating levels of care required by HCBA Waiver participants, requests for service authorizations, and requests for Waiver Personal Care Services (WPCS) provider overtime exemptions; participating in annual reviews of HCBA Providers; assisting in the training of other staff; evaluating procedures, investigating fraud and abuse, and enforcing applicable state and federal laws and regulations associated with the HCBA Waiver. Manages staff who create, review, and validate person-centered plans of care to ensure that all identified medical, behavioral, and social issues have been addressed and that all risks are mitigated and perform coordination of services to facilitate development of a person-centered care plan for HCBS programs. Reviews reevaluations submitted by HCBS program providers for existing HCBS program participants requesting a change in level of care.
30%	Manages staff that reviews medical reports and assessments for an assigned caseload to determine eligibility, medical necessity, and authorize for HCBS program services. Review eligibility, clinical assessment, and medical documentation to evaluate medical necessity of services to be provided. Adjudicates treatment authorization requests (TARs) submitted by HCBS program providers. This includes reviewing patient history files utilizing a computer; reviewing pertinent medical records submitted to justify the requests for services; entering the action taken on the TAR into the computer; updating patient computer files when necessary; reviewing appropriate regulations, policies and procedures to ensure the correctness of the proposed action; performing the necessary research and evaluating questionable or inappropriate practices by providers for beneficiaries for referral to other organizations. Provides technical assistance to WA and HCBS providers on an ongoing basis, particularly with addressing quality management relevant to HCBS program participants' health and welfare.

Description of Duties:

% of Time	Essential Functions
20%	Manages staff who coaches, educates, and supports HCBA Waiver participants, family caregivers, and circles of support. Conducts clinical follow-up calls and assists with the scheduling of appointments for HCBA Waiver participants. Ensures staff schedules and conducts timely home or telephonic visits for the purposes of reassessing and reevaluating Medi-Cal and HCBA Waiver eligibility, level of care, and medical necessity of services provided under the HCBA Waiver. Works in conjunction with Hearings and Appeals Unit to prepare responses to fair hearings and inquiries on the policies and procedures of medical issues. Maintains current knowledge of Medi-Cal and other health care programs and serves as a resource person to providers, beneficiaries, and other Department and government staff. Prepares reports, letters, memos, and keeps statistics with the focus on information in relation to authorization of services for HCBS programs, medical necessity, and LOC requirements; documents required data related to reviews and/or unit activities; provides recommendations to improve reporting and data collection processes.
10%	Recruitment, hiring, training, and evaluation of subordinate staff through completion of timely performance appraisals.

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

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor II _____.

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): CA Registered Nurse**Desirable Qualifications:**

Ability to make daily decisions to set priorities, direct staff, and provide oversight.

Ability and commitment to effectively develop, coach, and mentor staff.

Strong analytical and communication skills and the ability to work effectively and collaboratively with division staff, management, and stakeholders.

Ability to be a strong problem solver and independence and resourcefulness in obtaining required and necessary information.

Experience with project management and process improvement.

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Daniyal Sadeghian Sorkhabi

Analyst Signature:

Daniyal Sadeghian Sorkhabi

Digitally signed by Daniyal Sadeghian Sorkhabi
Date: 2026.09.16 10:03:21 -07'00'

Date:

09/16/2026

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	1501 Capitol Avenue (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