

DUTY STATEMENT

Classification: Nurse Evaluator III (NE III)	
Working Title: Program of All-Inclusive Care for the Elderly (PACE) Nurse Evaluator Supervisor	
Program: PACE	
Division: Office of Innovation and Integration (OMII)	
Branch: PACE Branch	
Section: PACE Section	
Unit: PACE Level of Care Assessment	
Office Location: 1700 K Street, Sacramento, CA 95814 ▼	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: S17	Position Number: 803-092-8145-001
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 PACE Section Chief Supervisor II, the NE III oversees the PACE Level of Care Assessment Unit and is responsible for the supervision of the statewide evaluation of Level of Care (LOC) determinations and plans, organizes, and directly manages Nurse Evaluator IIs (NE II) in activities related to determining PACE participant eligibility, LOC Audits, and providing technical assistance to PACE Organizations. The NE III informs the PACE Section Chief of ongoing activities, accomplishments, and operational issues. The NE III is responsible for overseeing and assisting the NE IIs in reviewing, validating, and documenting eligibility of Medi-Cal members into PACE, including evaluation of Level of Care (LOC) determinations, 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 members into the community. The NE III maintains regular communication with PACE organizations and partners in the Center for Medicare and Medicaid Services. Statewide overnight travel of up to 5% is required for audits.	

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
40%	Provide training and direct supervision to a team of NE IIs. Plans, evaluates, and provides guidance on the LOC assessment reviews completed by staff and oversees complex program activities, conducts advanced clinical evaluations, monitors completion of LOC audits, and ensures adherence to state and federal healthcare standards. Provides support to staff on high-risk case review by interpreting and applying policies and works on implementation of procedures in accordance with regulations.
25%	Reviews, prepares, and presents written reports, with the focus on information in relation to the PACE program LOC requirements, the findings of an on-site LOC review, documentation of the details and research of reported and/or identified incidents, such as abuse or death of a client; reviews reports provided by Department of Public Health, California Department of Aging, Department of Social Services, or regional centers; documents required data related to reviews and/or unit activities; provides recommendations to improve reporting and data collection processes.
25%	Reviews, prepares, and presents written and verbal reports of findings. Collaborates across interdisciplinary teams, offers technical consultation and training to staff and stakeholders, and may lead or coordinate nursing activities to maintain high-quality program operations.
5%	Statewide overnight travel of up to 5% is required for audits.

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):

Supervisor II, Chief of the PACE Section.

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:

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

The ability and commitment to effectively develop, coach, and mentor staff.

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

The ability to make decisions and solve problems involving varied levels of complexity, ambiguity, and risk.

Experience with project management, managing work queues, 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:
Jennifer Vang

Analyst Signature:
Jennifer Vang

Digitally signed by Jennifer Vang
Date: 2026.09.22 14:41:52 -07'00'

Date:
09/22/2026

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