

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 083-280-7500-001				
UNIT NAME AND CITY LOCATED Human Resources – Fresno, California		CLASSIFICATION TITLE Career Executive Assignment Level A				
		WORKING TITLE Regional Personnel Administrator – Central Region				
		COI Yes ☒ No ☐	WORK WEEK GROUP E	CBID M01	TENURE C	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Fresno				
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 direction of the Assistant Deputy Director, Field Operations and Activation Support, Human Resources, the Regional Personnel Administrator is the chief policy maker for one of the three Regional Personnel offices. The 30 institutions are divided into three regions: Northern, Central, and Southern. The Regional Personnel Administrator will design, organize, and fully implement the regional concept and will be responsible for developing policy and procedures to focus on expeditiously hiring and retaining healthcare professionals and their support staff. The incumbent will work closely with each institution Personnel Office and Regional Office within their assigned region to identify and remove any barriers to expeditiously hiring and providing excellent customer service to the staff that are under the direction of the Receiver (the healthcare professionals and their support staff). The incumbent will be involved in the development of new policies and procedures pertaining to human resources and the licensing and credentialing process for clinicians and will be instrumental in assisting Personnel Services in implementing the new policies and procedures.						
% 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						

45%	Ensures quality healthcare staff are expeditiously recruited, hired, and retained; and formulates policies and makes recommendations to change policies that impact the expeditious hiring of quality healthcare staff. This position will primarily be making policy recommendations as a result of realizing problems at individual institutions. The position will also implement new policy and make changes to existing policy and procedures for implementation at the local level, geographically, and statewide.
30%	Provides direct human resources technical oversight to the institutions and assistance to the Regional Human Resources staff; ensures appropriate selection and appointment activities are being carried out, including, but not limited to, identifying creative methods of removing barriers to expeditiously select and hire healthcare staff for the institutions statewide.
15%	Ensures, via hands-on direction, training, guidance, and mentoring that the institution's Personnel Office and Regional Office are working together to ensure quality healthcare staff are appointed in a timely manner and that appropriate efforts are taking place in order to continually have a readily available candidate pool as vacancies occur.
10%	Conducts site visits on a regular basis; and audits hiring processes as needed to ensure ongoing hiring efforts are being maintained and that staff is following the directives of the court orders and the Receiver's Office.
	KNOWLEDGE AND ABILITIES Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organization and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices: integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives. DESIRABLE QUALIFICATIONS Broad and extensive experience in planning, organizing, and directing or coordinating a recruitment and retention program related to healthcare recruitment. Experience in the formulation and implementation of policies, procedures, and programs related, but not limited to, healthcare recruitment and retention programs, human resources, and licensing and credentialing. Demonstrated abilities in communicating effectively both orally and in writing; and in representing the department with various stakeholders such as the State Personnel Board, medical and nursing licensing boards, and other agencies.

	Demonstrated experience in developing cooperative working relations with Wardens, departmental and institutional staff, the Legislature, Governor's Office, numerous control agencies, and community groups; and gain the confidence and support of top-level administrators. Supervisory/managerial experience in a capacity at least equivalent to an Institution Personnel Officer II, or Supervisor I, including the implementation and/or evaluation of program policies. Experience in the development and implementation of policies and procedures. OTHER DOMAINS Not Applicable 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 may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time. 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