

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services		CLASSIFICATION TITLE Health Record Technician II (Supervisor)				
		WORKING TITLE				
		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)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general supervision of the Correctional Health Services Administrator I/II, Correctional Facility, the Health Record Technician (HRT) II (Supervisor) supervises staff performing health information related technical and clerical functions; reviews abstracted manual and computerized information for completeness, consistency and quality; performs simple analysis of data; performs personnel related duties; and assists in the training and instructing health record staff and clinical personnel on health record processes.						
% 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%	Plans, directs, and monitors the work of the Health Record staff performing health information records related activities. Approves or denies time-off requests, and maintains department master calendar. Completes timesheets for Health Information Management staff. Completes performance evaluations on probationary employees. Develops and provides training for program staff on new Department processes. Ensures staff attends mandated training, such as annual training, and completes the required annual In-Service Training (IST) hours. Assists in the hiring of new employees.					
30%	Maintains compliance with Health Record standards for Medical, Dental and Mental Health, and Health Record Management policies and procedures. Maintains compliance with State, federal, and regulatory agencies. Develops and implements local operating procedures which support the safekeeping of all protected health information. Adheres to the mandates of the Americans with Disability Act and the Armstrong Remedial Plan. Generates required reports for headquarters and institutions management team as requested.					
20%	Acts as a liaison with other clinical service units. Monitors the completeness, accuracy, safe-keeping, and availability of protected health information. Prepares and responds to health					

5%	record audits as requested; participates in quality management committees. Maintains a safe and secure work environment by following all safety and universal precautions, reports any unsafe equipment or situations, and implements emergency and fire procedures preparedness plans. Assist staff in reducing backlog if any. Provides support for vacation and sick leave and relieves staff as needed.	
	Performs other duties as required. KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Basic medical terminology, human anatomy and terminology; health record systems and methodology used by health facilities; classification of morbidity and mortality information for statistical purposes; detailed knowledge of the various record systems used by health facilities; diagnostic techniques and modes of therapy; and an understanding of the principles of effective supervision and maintenance of good public relations. <i>Ability to:</i> Understand and conform to specific basic principles and rules of health data abstracting and coding; meet and deal tactfully with the public; communicate effectively; participate in academic and IST and job experience; analyze situations accurately and take effective action; plan, organize, train, and direct the activities of a group of HRTs. DESIRABLE QUALIFICATIONS Willingness to work at State correctional facilities and demonstrated leadership ability. 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 Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public. 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 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