DUTY STATEMENT

Classification: Nurse Evaluator II	
Working Title: Care Management Nurse Evaluator	
Program: Health Care Delivery Systems	
Division: Integrated Systems of Care	
Branch: Home and Community Based Services 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: 805-076-8144-715
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 Nurse Evaluator (NE) III, the NE II is a member of a multidisciplinary team responsible for the statewide authorization of services, eligibility determination, and intake processing for ISCD. The NE II performs and coordinates nursing/medical necessity, medical care needs, decisions and authorizations for HCBS programs, including, but not limited to, the Home and Community Based Alternatives (HCBA) waiver, the California Community Transitions (CCT) program, and the Assisted Living Waiver (ALW). The incumbent also performs care coordination duties for the HCBA Waiver in areas that are not covered by a Waiver Agency. The incumbent is responsible for reviewing, validating, and documenting eligibility of Medi-Cal beneficiaries for Home and Community Based Services (HCBS) programs, including evaluation of level of care 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. The incumbent will be expected to have a working familiarity of the health care resources in community, to coordinate with other state and local county officials; have knowledge of medical terminology; familiarity with case management processes; and maintain detailed knowledge of HCBS program requirements and policies, laws, regulations and legislative processes.

Statewide overnight travel of up to 10 percent is required to various home and provider settings.

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%	Perform administrative, eligibility and medical necessity review for those HCBA Waiver participants who do and do not currently have a Waiver Agency. These duties include, but are not limited to completing enrollments into the HCBA waiver, face-to-face and virtual assessments to evaluate the participant's medical care needs, review of clinical assessments, verification of HCBA Waiver eligibility, level of care determinations and medical record reviews to evaluate medical care needs and services to be provided under the HCBA Waiver. The incumbent will carry out a wide variety of care-coordination assignments such as: evaluating quality of care being received by the participants, requests for services, and requests for Waiver Personal Care Services provider overtime exemptions; assisting in the training of other staff, Waiver Agencies and care providers regarding policy and procedures of the HCBA Waiver; evaluating HCBA Waiver procedures and updating as appropriate; investigating fraud and abuse; and enforcing applicable state and federal laws and regulations associated with the HCBA Waiver.
35%	Reviews medical reports and assessments for an assigned caseload to determine eligibility, medical necessity, and authorize for HCBS program services. Reviews eligibility, clinical assessment, and medical documentation to evaluate medical necessity of services to be provided. Consults with Nurse Evaluator III as needed. Adjudicates treatment authorization requests (TARs) submitted by HCBS program providers. This includes reviewing patient history files utilizing a computer terminal; 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.
15%	Educates and provides clinical assistance on HCBS program policies. Supports HCBA Waiver participants, their family, caregivers, and circle of support as needed. Conducts clinical follow-up calls and assists with the scheduling of appointments for HCBA Waiver participants as needed. Performs 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. Assist with the creation, review, and validation of person-centered plans of care to ensure that all identified medical, behavioral, and social issues have been addressed and that all risks are mitigated. Perform coordination of services to facilitate the development of a person-centered care plan for HCBS programs.
10%	Statewide overnight travel of up to 10 percent is required to various home and provider settings.

Description of Duties:	
% of Time	**Essential Functions**

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):
Nurse Evaluator III.

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 RN License

Desirable Qualifications:

The ability to listen to others and communicate in an effective manner. The ability to communicate ideas, thoughts, and facts in writing. The ability/skill to use correct grammar, correct spelling, sentence and document structure, accepted document formatting, and special literary techniques to communicate a message in writing.

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

The degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action.

The ability to establish and maintain ongoing effective relationships with internal management and staff, and external partners and stakeholders.

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:	Analyst Signature:	Date:
Harold Snyder	Harold Snyder Digitally signed by Harold Snyder Date: 2026.10.05 13:46:54 -07'00'	10/05/2026

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:

DHCS Office Locations

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