DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Institution for Men	080-213-8216-001
UNIT NAME AND CITY LOCATED Chino, CA	CLASSIFICATION TITLE Chief Executive Officer, Health Care (Safety)
	WORKING TITLE Chief Executive Officer

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	E	M16	LT	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 14901 Central Avenue Chino, CA 91710
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 administrative direction of the Regional Health Care Executive this position is the highest-ranking health care authority within a California Department of Corrections and Rehabilitation adult institution. Responsible for planning, organizing, and coordinating 24-hour and 7-days a week operation of one or two institutions and delivery of a multi-functional health care system. This system features a full range of medical, mental health, dental, pharmacy and medication management, specialized care and clinic services, and allied health. Serves as the Department's and Receiver's principal advisor on the institution-specific application of health care 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

30%	Establishes and maintains a quality management program to ensure that health program implementation is consistent with appropriate standards, legal mandates, and strategic plans and standards. Develops initiatives to improve services and successfully implements initiatives to improve the quality and cost-effectiveness of services. Ensures the coordinated and effective implementation of program policies, standards, and protocols. Acts as a health care liaison for stakeholder groups, assists in determining health care priorities, plans, policies, and programs. Implements statewide policies, procedures, and protocols for the delivery of health care services. Identifies problems and implements solutions for operational and organizational issues pertaining to health care delivery.
30%	Works collaboratively with institutional Medical, Nursing, Mental Health, Dental, Custody, Warden(s), Clinical Executives, and other health care program managers within the institution to ensure compassionate, safe, effective, timely, efficient, and equitable patient-centered care. Supervises program managers responsible for administrative services functions within the institution. Participates in medical, nursing, mental health, dental, and clinical staff recruitment and retention programs.
20%	Works collaboratively with the Warden to resolve day-to-day operational and systemic issues. Has regular and substantial contact with incarcerated persons; maintains security in working areas and with regard to medication and work materials.
10%	Develops and monitors performance expectations; performs competency assessments; mentors and coaches health care delivery staff throughout the institution. Assesses professional training and orientation needs and participates in the development of orientation and education programs to promote staff development. Participates in statewide training programs and ensures staff participation. Develops and implements clear and realistic performance expectations, issues letters of instruction and counseling memoranda, and takes appropriate disciplinary action.
10%	Manages the institution's health care resource needs, ensures that appropriate resources are requested to support health care operations, including adequate clinical staff and administrative support, including procurement, capital outlay, staffing and information systems support. Administers a multi-million dollar budget; participates in the assessment and monitoring of productivity, workload, administrative and support systems, and internal reporting relationships as directed; identifies and makes recommendations for improvement and assists in the implementation of changes.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Issues and problems involved in managing the administrative, fiscal, and clinical services of a large and complex multidisciplinary health care delivery system; principles of personnel management and supervision of a multidisciplinary workforce; principles, practices, and trends of organization and management as they relate to an institution health care setting; laws, regulations, and standards pertaining to health care administration in a correctional setting; fiscal management practices; principles, practices, and trends of organizational leadership; cost and data management systems associated with patient care and evaluation of health care delivery systems; use and application of information technology; current trends and developments in the field of health care administration; basic principles of emergency and disaster preparedness planning; management's responsibility for promoting equal opportunity in hiring and employee development and promotion; and maintaining a work environment free of discrimination and harassment.

Ability to:
Communicate effectively; plan, organize, direct, and evaluate health care and administrative services to meet treatment needs within an institution setting; establish and maintain cooperative working relationships with those contacted in the course of the work; evaluate information and make decisions based upon data from management or automated systems; create and develop collaborative teams; analyze data and situations and take appropriate action; execute progressive discipline; motivate staff to accomplish common goals; prepare clear, concise, and comprehensive reports; effectively develop and implement strategies to accomplish program missions; develop staff and assess training and developmental needs; attract and recruit qualified staff; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATIONS
Experience working in a correctional institution, serving the underserved, leadership in working on population-based health improvement, leadership in the health care administration profession and in the community, responsible management experience, MBA, MPH, MMM or Masters in other health care field, professional certification, including CCHCP and FACHE.

OTHER DOMAINS
N/A

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 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