DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-006-8338-938
UNIT NAME AND CITY LOCATED Policy and Risk Management Services Risk Management Branch Health Care Compliance Support Section / Mental Health Compliance Support Section – Elk Grove	CLASSIFICATION TITLE Health Program Specialist I WORKING TITLE Health Program Specialist I

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	2	R01	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758
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 general direction of the Supervisor I, Health Care Compliance Support Section / Mental Health Compliance Support Section, Risk Management Branch (RMB), Policy and Risk Management Services, the Health Program Specialist I performs as a highly skilled, technical program consultant in a variety of tasks relating to Plaintiff counsel and prison oversight agency monitoring and evaluation of correctional health care and mental health programs and projects, as well as pre- and post-delegation activities in accordance with the Receivership Transition Plan. Position may require limited statewide travel to headquarters offices, regional offices, and 31 institutions.

% 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
40%	Independently coordinates, analyzes, drafts, and tracks responses to Plaintiff counsel advocacies related to systemwide and patient-specific concerns ensuring accuracy, responsiveness, and timeliness. Consults with internal and external stakeholders (e.g., institutions, CDCR and CCHCS legal offices, Prison Law Office, Office of the Inspector General (OIG), *Coleman* Receiver's Office, *Plata* Court Experts, etc.) to compile, research, and disseminate information related to *Plata* and *Coleman* court mandated reporting requirements. Acts as a subject matter expert in the coordination and organization of activities related to the performance evaluation of health care and mental health programs and projects to ensure appropriate access to care, quality of care, and continuity of care is

	provided to patients in compliance with laws, rules, regulations, court mandates, and CCHCS policies and procedures.
35%	Functions in a lead role to develop centralized data collection processes and provide statewide guidance to institution staff throughout all phases of data collection activities to ensure documentation related to the monitoring and evaluation of programs for medical inspections and Plaintiff counsel tours is accurate, responsive, and provided timely. Provides guidance in coordinating activities, conducting analysis, and developing reports related to pre- and post-delegation consistent with the *Plata* Receivership Transition Plan and CCHCS objectives. Conducts ongoing analysis of the OIG Medical Inspection Tool to ensure test questions and methodologies align with current policies and procedures, court mandates, and applicable state and federal laws. Reviews documents and provides guidance to staff as needed for all compliance-related activities.
20%	Develops and maintains compliance-related self-audit tools or training modules and provides training to institution medical executives and staff. Effectively presents ideas and information orally or in writing to management on a wide variety of subjects to address CCHCS issues and concerns, and provide information for management in assessing and evaluating effectiveness of health care, identifying health care issues and institution compliance with applicable laws, rules, regulations, and policies. Develops and implements critical special projects for the RMB.
5%	Conducts and represents CCHCS and the RMB as a section lead at various meetings and on task forces. Coordinates with all staff to improve health care operations including revision of compliance manuals and guidelines. Provides staff training as needed. Performs other duties as required. Position may require limited statewide travel to headquarters offices, regional offices, and 31 institutions.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. *Ability to:* Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the federal, state, and local level; assist in planning, conducting and evaluating field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task force and committees as a program representative. **DESIRABLE QUALIFICATIONS** *Knowledge of:* Microsoft applications such as Word, Excel, Outlook and Visio. *Demonstrated ability to:* Act independently, with open-mindedness, flexibility, and tact; multi-task and meet multiple deadlines in a timely manner; conduct research and analysis using available resources; work with staff at all levels in the organization; and organize and prioritize workload to

meet demands.

Interpersonal Characteristics: Excellent oral, written, and interpersonal communication skills; strong analytical, decision-making, and customer service skills; energetic, creative, positive, self-motivated, conscientious, dependable, and reliable.

OTHER DOMAINS

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 constantly to 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