DUTY STATEMENT

Classification: Nurse Evaluator II	
Working Title: California Children's Services (CCS) Case Management Nurse	
Program: Health Care Delivery Systems	
Division: Integrated Systems of Care	
Branch: Medical Operations	
Section: Care Coordination	
Unit: CCS Case Management	
Office Location:	
COI Position: ☐ Yes ☑ No	Telework Eligible: ☑ Yes ☐ No
CBID: R17	Position Number: 805-068-8144-XXX
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:

The Nurse Evaluator (NE) II is a professional nursing position within the Integrated Systems of Care Division (ISCD). The NE II applies advanced nursing knowledge, independent clinical judgment, and program-specific policy expertise to support statewide program operations.

Under the direction of the NE III, the NE II performs clinical evaluations, determines medical eligibility, and adjudicates service authorization requests for the California Children's Services Program, the Medical Therapy Program and other statewide ISCD programs, as needed. Hereafter, referred to as ISCD Programs. Ensures determinations align with CCS regulations, clinical guidelines and CCS Program policy, while supporting federal interoperability requirements to maintain statewide program continuity and safeguard CCS Program integrity. Applies program standards to specialty care, therapies, durable medical equipment (DME) and other CCS covered benefits.

Other NE II duties may include but not limited to, attending and participating in stakeholder meetings, work group and trainings, provide clinical consultation to County CCS Programs and ISCD staff, coordinate with multidisciplinary teams to ensure continuity of care when authorizing services, provide clinical and program expertise contributing to statewide initiatives, policy updates, templates and quality improvement efforts. On occasion, may be asked to assist in reviewing and determining eligibility in the various waiver programs under the purview of ISCD.

Job Summary (cont):

The NE II must have knowledge of medical terminology; familiarity with case management processes; and maintain detailed knowledge of ISCD Programs' requirements and policies, laws, regulations and legislative processes. Furthermore, the NE II is expected to demonstrate good judgment, initiative, maintain effective communication in both written and verbal context and the ability to work under pressure to meet performance requirements. The NE II will work closely with management and staff to ensure authorizations are adjudicated timely and appropriately. In addition, the NE II will be a mentor, trainer and will assist in the on-boarding of new NE II's as well as county public health nurses. NE II acts as a technical consultant with the drafting and reviewing of CCS policy letters and standards.

The NE II will coordinate with other ISCD Programs managers on authorizations and policy to ensure the efficient administration of associated programs. The position requires coordination with local county public health officials, families and providers; and requires coordination with inter-departmental staff to ensure continuity of care and program access of members. The NE II will keep leadership abreast of all current activities, achievements, and operating problems; including, pending assignments, project, etc. and alerts of any vulnerabilities, issues, or concerns.

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**
40%	Reviews medical reports and clinical assessments for assigned CCS Program caseloads to determine medical eligibility and necessity. Evaluates requests for medical services, supplies, equipment, specialty services, and therapy, applying program guidelines and clinical judgment. Review and authorize diagnostic and treatment services for CCS Program eligibility determinations. Assess and make determinations on reconsideration requests from County CCS Programs on behalf of families.
35%	Conducts annual medical eligibility reviews for CCS Program members, ensuring compliance with program requirements. Consults with medical consultants to establish medical necessity and appropriateness of care for complex or unusual medical conditions. Access provider electronic health records to substantiate program medical eligibility and necessity as needed. Coordinates and communicates with County CCS Program staff, families, and providers regarding member care and eligibility. Conducts case closures for non-eligible cases, providing timely communication and updates to associated county staff.
10%	Provides technical assistance and training as needed to County CCS Program staff. Provides case management reviews and recommendations to ISCD Leadership.
10%	Provides technical consultation with the drafting and reviewing of ISCD Program policy letters and standards.

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

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Performs 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): RN License

Desirable Qualifications:

*Experience applying problem-solving, critical thinking and/or analytical skills.
*Experience in interpreting medical documentation and applying ISCD program clinical criteria in order to determine eligibility and medical necessity.
*Experience in understanding pediatric specialty care.
*Experience researching and understanding policy, regulations, and laws.
*Experience in providing customer service and/or technical guidance.
*Ability to work in a fast paced environment and being able to adapt to evolving technical and operational requirements.

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 - for Job Control only	Harold Snyder Digitally signed by Harold Snyder Date: 2026.10.29 15:21:10 -07'00'	10/29/2026

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