DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	065-923-4801-001
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Policy and Program Support – Elk Grove	CLASSIFICATION TITLE Supervisor II
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐	E	S01	LT	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8220 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 Manager II, the Supervisor II directs the Statewide Mental Health Program (SMHP), Policy and Program Support functions through three Supervisor I positions and their analytical staff: Training and Procurement; Policy and Litigation; and OMHD, Suicide Prevention, and Mental Health Forms. The incumbent spends the majority of time supervising, directing, and evaluating work across these teams, coordinating statewide implementation, and resolving administrative issues. The incumbent works with clinical and legal subject matter experts and exercises authority within established departmental policies and delegated responsibilities.

% 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
25%	Plans, organizes, directs, and evaluates the work of three Supervisor I positions and their analytical teams. Establishes expectations, delegates assignments through the supervisors, balances workloads, and monitors deadlines and work quality. Coaches supervisors in staff development, performance management, and problem resolution; completes their performance evaluations and probationary reports and oversees timely evaluations and development plans for their staff. Oversees recruitment, selection, onboarding, training, and coverage for assigned teams. Addresses performance concerns in consultation with appropriate personnel resources. Promotes fair and

	consistent employment practices and a respectful workplace free from discrimination and harassment.
20%	Directs the Policy and Litigation Supervisor I and analytical staff in developing, reviewing, and implementing mental health policies, procedures, and related program guidance. Establishes priorities for policy revisions, legislative analyses, litigation support assignments, and responses to court requirements. Reviews reports, correspondence, supporting documentation, and recommendations for accuracy, completeness, consistency, and timeliness before submission through established review and approval channels. Coordinates with clinical leadership, legal counsel, institutions, and other affected programs to resolve issues and align policy implementation with the Mental Health Services Delivery System and applicable requirements.
20%	Directs the Training and Procurement Supervisor I and analytical staff in coordinating statewide mental health training and assigned procurement activities. Oversees training needs assessments, curriculum and materials development with clinical and other subject matter experts, delivery arrangements, completion tracking, and evaluation of training effectiveness. Coordinates training requirements with institutional and departmental training partners. Reviews procurement priorities, justifications, acquisition and contract support documents, and associated expenditures within delegated authority. Ensures staff follow applicable purchasing, approval, documentation, and fiscal requirements and resolves delays with procurement and fiscal offices.
20%	Directs the Supervisor I and analytical staff providing administrative support to OMHD and Suicide Prevention and coordinating general mental health forms across SMHP. Oversees assigned reports, data and workload tracking, meeting support, correspondence, and follow-up on program actions. Establishes priorities and quality controls for developing, revising, routing, and distributing mental health forms; coordinates review with form owners, clinical subject matter experts, and affected programs. Ensures approved forms and related guidance remain consistent with current policies and procedures and that revisions are communicated to users. Resolves administrative barriers and elevates substantive clinical or policy decisions to the appropriate authority.
10%	Coordinates assignments that affect multiple teams and establishes shared schedules, review steps, and implementation plans. Advises the Manager II on workload, staffing, operational risks, and resource needs; recommends process improvements and monitors results. Reviews fiscal information and resource requests related to assigned teams and coordinates with budget and procurement staff on funding availability and expenditure concerns. Represents SMHP in assigned meetings and workgroups, communicates decisions and responsibilities, and follows up on commitments. Ensures policy changes are coordinated with affected forms, training, procurement, and administrative processes.
5%	Performs other related duties as assigned. Some statewide travel may be required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment. *Ability to:* Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and

maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.

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 PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

- 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