STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)

☐ Current
☒ Proposed

Civil Service Classification:	Nurse Evaluator II
Working Title:	Nurse Evaluator II
Division Branch Name:	Health At Home Branch
Incumbent:	Vacant
Position Number:	797-711-8144-001
Effective Date:	
Conflict of Interest (COI):	Y
FLSA Status:	Non-Exempt
CBID:	R17
Tenure:	Permanent
Time Base:	Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the direction of the Nurse Evaluator III Supervisor (NE III), the incumbent performs a variety of functions intended to carry out the mission of the California Department of Aging (CDA) and is responsible for less complex professional and technical assistance, consultation, and training to the staff of the MSSP. The Nurse Evaluator II (NE II) will work in a team environment and in collaboration and coordination with representatives from other teams and support staff. The NE II is responsible for sharing team leadership for the various team responsibilities such as provision of technical assistance, monitoring, communicating, coordinating, and training. These responsibilities require the NE II to participate in and support the vision, mission and goals of the MSSP Team and recognize issues that need to be brought to the team's attention.

The NE II is a full participant in team decision making, strategy formulation, and problem resolution. These responsibilities require a high level of writing ability, communication skills, and a broad knowledge of comprehensive case management to assist frail elderly persons to remain at home. Roles, products, and duties are described below (percentages and tasks may vary depending upon

program needs). In consultation with MSSP site Program Directors, the incumbent continually plans, monitors, and organizes the health and psychosocial components of the MSSP, a major Medi-Cal Waiver Program. The incumbent also provides professional guidance and consultation to MSSP site nursing staff and Senior Supervising Site Counselors on the provision of health and nursing care services.

40% Monitoring, Technical Assistance and Consultation with MSSP Sites

Responsibility for ongoing monitoring [Utilization Review] of the MSSP sites to assure Medi-Cal eligibility of participants served. Ensures that the services being provided are appropriate to the participant's needs and are necessary to prevent premature or unnecessary institutional placement. Monitors the implementation of health and care planning related policies and practices at the MSSP sites. Performs in Utilization Reviews, in participation with the MSSP team, with primary responsibility for health and psychosocial program-related components. Monitors programmatic health issues and review case records of contracted MSSP sites. Participates in Quality Assurance efforts to improve services statewide. Provides MSSP site monitoring and technical support during a transition of MSSP client caseloads from one site to another, when necessary, to ensure that there is no interruption of services and supports. Assists in the review of participant appeals and Medi-Cal provider sanction reports for the purpose of site compliance or waiver requirements and to ensure that processes are accurately executed.

25% Policy, Procedures, Regulations and Other Program-related projects

Develops health and medical policy and procedures and implementation of program requirements for MSSP sites. Assists in the development and maintenance of the MSSP Site Manual. Maintains updated Medi-Cal Manual for medical services provided under Title XIX. Advises State and local MSSP staff of health/medical issues affecting older persons. Develops letters on policy, procedures, and issues affecting MSSP operations to MSSP sites and other constituencies as appropriate. Assists with the review/approval of requested exceptions to MSSP Waiver. Assists with review and approval of Level of Care determinations of MSSP participants. Improves and expands communication with the aging network through an organized coordinated process, technical assistance, or information technology to support the MSSP. Represents department at meetings, workgroups, interdepartmental task forces or committees for health-related issues convened by other State Departments and Federal, State and local organizations. Conducts special studies related to medical and/or nursing issues. Provides professional and technical assistance to staff in the MSSP team on issues pertaining to the provision of health care services. Analyzes impact of proposed legislation on the MSSP.

20% Corrective Action Plans, Follow Up Review, Report Writing and Trainings

Provides professional and technical assistance, as well as education to MSSP site staff on the provision of health care services, health standards, and nursing services utilizing verbal and written communication. In consultation with the Program Analysts, identifies the need and participates in planning and conducting of specialized training and orientation for new MSSP site Program Directors and supervisory staff. Develops and implements training material for

MSSP site staff in the development and implementation of MSSP compliance policies and procedures to ensure onsite monitoring reviews are conducted appropriately and in a timely manner. Training platforms may include web-based, PowerPoint, Word and Excel. Reviews findings of MSSP provider non-compliance and ensure compliance with MSSP Program requirements and prepares reports to communicate the findings. Reviews corrective action plans and performs follow up review, if necessary, to ensure compliance and remediation of issues identified during the previous Utilization Review.

10% Meetings and Conferences:

Attends meetings, trainings, conferences or other events related to the MSSP. Responsibilities may include notetaker and facilitator.

MARGINAL JOB FUNCTIONS:

5% Other duties as assigned. Performs other job-related duties, special assignments, and projects as required to fulfill the mission, goals, and objectives of the MSSP.

TRAVEL: Travel related to consultative and monitoring responsibilities may be required up to 25%. Travel is generally infrequent and is planned and scheduled in advance based on operational need.

Travel to and from local MSSP site locations for LOC tasks, Utilization Reviews, Technical Assistance, and new MSSP site training and support; attend training or conferences or other events related to the MSSP.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date **Supervisor's Name and Title**

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

☐ Duties meet class specification and allocation guidelines.

☒ Exceptional allocation, STD 625 on file.

Analyst initials: TB Date Approved: 4/2/2025

Revision Date (if applicable): _____