DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-006-4800-938
UNIT NAME AND CITY LOCATED Policy and Risk Management Services Risk Management Branch Health Care Regulations and Policy Section – Elk Grove	CLASSIFICATION TITLE Supervisor I WORKING TITLE Supervisor I

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	E	S01	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 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 direction of the Supervisor II, Health Care Regulations and Policy Section (RPS), Policy and Risk Management Services (PRMS), the Supervisor I is responsible for providing effective leadership and supervision to associate and journey-level staff in the development and implementation of regulations, health care policies, operational procedures, clinical care guides, forms, and the Health Care Department Operations Manual (HCDOM) to ensure a cohesive, department-wide approach which includes clinical services and administrative functions.

% 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 %	Supervises staff in the development, approval, and statewide distribution of health care policies, operational procedures, clinical care guides, forms, regulations, and HCDOM to ensure appropriate and timely health care is provided to the patients according to the California Correctional Health Care Services (CCHCS) and Division of Health Care Services (DHCS) mission, vision, and goals. Utilizes effective communication skills, organization skills, and teamwork in the coordination and facilitation of workgroups, internal stakeholder meetings, and review and approval processes with executive leadership. Oversees analytical staff work and research to ensure applicable laws, rules, and regulations are properly drafted and made effective. Develops and implements standardized performance standards and expectations to ensure uniformity of services. Assigns workloads, sets

	priorities, and monitors work progress.
35%	Establishes goals and objectives for RPS, develops action plans, provides guidance, establishes priorities, and ensures objectives are accomplished. Consults and coordinates with staff at all levels and other agencies, including but not limited to institutions, Prison Law Office, Department of State Hospitals, Office of Administrative Law, Office of Inspector General, Attorney General, other California Department of Corrections and Rehabilitation divisions, unions, and federal Courts concerning highly sensitive issues regarding development and implementation of regulations, health care policies, operational procedures, care guides, forms, and HCDOM.
20%	Develops reporting strategies to recognize new and potential issues and trends in changes to health regulations and laws. Directs and trains staff on essential requirements for management and ad hoc reports. Reviews, edits, and ensures reports are developed in compliance with management requirements and all applicable policies and procedures. Ensures timely submittal of reports to management and executive staff. Provides direction to staff in gathering, reviewing, and interpreting changes or revisions to regulations. Participates in and represents CCHCS, DHCS, and PRMS at various workgroups and task forces. Provides recommendations to management to ensure CCHCS compliance with the governing rules and policies, by utilizing effective analytical and communication skills and appropriate professional knowledge.
5%	Evaluates and provides feedback to staff to aid in their professional development and to ensure performance objective/standards are met. Has working knowledge and understanding of the discipline recess. Performs other duties as 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 PHYSICAL CHARACTERISTICS** Persons appointed to this position may be reasonably expected to exert up to 10lbs. 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