DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-410-5157-855
UNIT NAME AND CITY LOCATED Business Services Healthcare Invoicing Section – Elk Grove Data Management Team	CLASSIFICATION TITLE Analyst I WORKING TITLE

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

SCHEDULE (Telework may be available): 8:00 AM to 5:00 PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove – Headquarters
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 supervision of the Supervisor II, the Analyst I performs a variety of technical analytical duties on the Data Management Team within the Health Care Contracts and Claims Management Branch (HCCCMB), Healthcare Invoicing Section (HIS). Specific amounts of overtime, travel and institution visits may vary.

% 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
35%	Responsible for the maintenance and administration of the Contractor's information data within the Contract Medical Database (CMD). Ensures all contract numbers, effective dates, and rates are current in the CMD for utilization by the HIS Manual Claims Team and the Third-Party Administrator (TPA) in processing of health care claims. Monitors the Health Care Document Management System (HCDMS) database on a continuous basis for newly approved contracts and notifies HIS staff and the TPA of new contracts and/or changes. Ensures vendor data is reconciled between the CMD, TPA, and the Business Information System (BIS) SAP S/4 HANA vendor data. Assists with developing guidelines and instructions for contractors in completing the Standard 204 package. Verifies accurate completion of 204 packages and ensures accurate data entry into CCHCS databases. Submits completed 204 packages to the BIS Master Data Unit to obtain BIS vendor numbers for inclusion into the CMD and submission to the TPA to allow for processing of contractor healthcare claims and the State Controller's Office to issue payments. Audits contracts, vendor and

	contract data on a regular basis to ensure all information is accurate and current.
30%	Independently reviews and analyzes payment rates requested outside of contracted rates to ensure they align with the State statues and guidelines. Provides recommendations for contract medical payments to upper management based on research. Tracks, reports, and resolves any Letter of Agreement (LOA), Penal Code (PC), and Court Order (CRT) anomalies with the TPA. Works with the BIS Master Data unit to resolve any vendor data inconsistencies. Contacts and works collaboratively California Department of Corrections and Rehabilitation (CDCR) Accounting staff, CCHCS Medical Contract staff, and TPA to resolve various payment issues such as but not limited to returned warrants, contract "out of funds", and program coding issues.
20%	Acts as the liaison between HIS, Direct Care Contract Services (DCCS), (CDCR) Accounting, CDCR BIS Master Data Unit, Prison Healthcare Provider Network (PHCPN), CCHCS Acquisitions Management, and the TPA. Collaborates with the DCCS to ensure provider contracts include proper payment instructions, align with HIS rate sheets as defined by State statues, and all documentation is complete and accurate. Provides assistance tracking contract term dates and amendments and informs the affected teams within HCCCMB.
10%	Participates in meetings with all levels of staff to provide consultative services, status reports, and creates and presents meeting handouts. Provides assistance to other HCCCMB teams as necessary. Participate in activities to implement new programs as needed.
5%	Performs other related duties as assigned. Some travel may be required.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and 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; and gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others act as a team or conference leader; and appear before legislative and other committees.

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 negligible amount of force frequently or to constantly 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. • Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-410-5393-855
UNIT NAME AND CITY LOCATED Business Services Healthcare Invoicing Section – Elk Grove Data Management Team	CLASSIFICATION TITLE Analyst II
	WORKING TITLE

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

SCHEDULE (Telework may be available): 8:00 AM to 5:00 PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove – Headquarters
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PRIMARY DOMAIN:	

Under direction of the Supervisor II, the Analyst II performs a variety of complex technical analytical duties on the Data Management Team within the Health Care Contracts and Claims Management Branch (HCCCMB), Healthcare Invoicing Section (HIS). Specific amounts of overtime, travel and institution visits may vary.

% 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
35%	Responsible for the maintenance and administration of the Contractor information data within the Contracts Medical Database (CMD). Ensures all contract numbers, effective dates, and rates are current in the CMD for utilization by the HIS Manual Claims Team and the Third Party Administrator (TPA) in processing of health care claims. In a lead capacity, monitors the Health Care Document Management System (HCDMS) on a continuous basis for newly approved contracts and notifies HCCCMB staff and the TPA of new contracts and/or changes. Ensures vendor data is reconciled between the CMD, TPA, and the Business Information System (BIS) SAP S/4 HANA vendor data. Develops and implements guidelines and instructions for contractors in completing the Standard 204 package. Verifies accurate completion of 204 packages and ensures accurate data entry into CCHCS databases. Submits completed 204 packages to the BIS Master Data Unit to obtain BIS Vendor numbers for inclusion into the CMD and submission to the TPA to allow for processing of contractor healthcare claims and the State Controller's Office to issue payments. Audits contracts,

	vendor and contract data on a regular basis to ensure all information is accurate and current.
25%	Utilizing various data management programs, such as Excel, creates queries, coordinates research and makes recommendations to approve Court Order (CRT), Penal Code (PC) 5023.5, or alternate payment methods, i.e. Letters of Agreement (LOA) requests. Independently reviews and analyzes payment rates requested outside of contracted rates to ensure they align with the State statues and guidelines. Provides recommendations for contract medical payments to upper management based on research. Monitors payment expenditures, frequency, and activity to forecast future trends and make provider contract recommendations to upper management. Tracks, reports, and resolves any LOA, PC, and CRT anomalies with the TPA. Works with the BIS Master Data unit to resolve any vendor data inconsistencies. Contacts and works collaboratively CDCR Accounting staff, CCHCS Medical Contract staff, and TPA to resolve various payment issues such as but not limited to returned warrants, contract "out of funds", and program coding issues.
20%	Acts as the liaison between HIS, Direct Care Contract Services (DCCS), CDCR Accounting, CDCR BIS Master Data Unit, Prison Healthcare Provider Network, CCHCS Acquisitions Management, and the TPA. Collaborates with the DCCS to ensure provider contracts include proper payment instructions, align with HIS rate sheets as defined by State statues, and all documentation is complete and accurate. Tracks contract term dates and amendments and informs the affected teams within HCCCMB.
15%	Participates in meetings with all levels of staff to provide consultative services, status reports, and creates and presents meeting handouts. Provides assistance to other HCCCMB teams as necessary. Participate in activities to implement new programs as needed.
5%	Performs other related duties as assigned. Some travel may be required.

KNOWLEDGE AND ABILITIES

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