DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)				
California Correctional Health Care Services	042-410-5393-813				
UNIT NAME AND CITY LOCATED Business Services Healthcare Invoicing Section – Elk Grove Branch Support Team	CLASSIFICATION TITLE Analyst II				
	WORKING TITLE				
	COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE 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 direction of the Supervisor I, the Analyst II performs a variety of complex analytical duties on the Branch Support 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%	Develops and maintains the paper and electronic versions of the Employee Resources and policy and procedure manuals and process flowcharts. Conducts meetings and follow-up with the Subject Matter Expert (SME) and/or management to ensure team procedures are current, accurate and complete. Assists with the distribution of policies and procedures to all HIS staff. Coordinates with HCCCMB teams to routinely update and disseminate policy and procedure manuals when sectional, departmental, federal or other health care regulations are revised. Provides lean process improvement and succession planning recommendations to management in regards to HCCCMB processes and procedures. Maintains, tracks, archives changes, and documents version control of all HCCCMB Branch Support documents. Independently performs all duties related to Human Resources (HR) liaison and the hiring process for new employees including, but not limited to: coordinate and schedule all aspects of interviews with Management and candidates, complete all required hiring paperwork, update and maintain section organizational chart, maintain confidential

	and complex electronic and paper files for staff and Management, creates and maintains staff duty statements. Independently communicates and coordinates with Information Technology and Office of Business Services when necessary for new employee requests, office moves, application testing, etc.
30%	Independently completes and submits training request forms for management approval, enrolls staff in training, and tracks staff completion of training courses. Develops and facilitates new and refresher training courses given to HCCCMB staff to remain current on all aspects of the correctional healthcare invoicing processes. Develops training plans and materials necessary to facilitate in-house training sessions. Develops response tools and materials to analyze the efficiency of training given. Provides recommendations to management and alternative solutions based on responses provided by trainees. Monitors, tracks and analyzes all training and certificates to ensure HCCCMB compliance with mandatory courses as required by CCHCS and various other State agencies. Maintains HCCCMB budget via the Business Information System (BIS) by tracking current and future expenditures and making recommendations to management as needed. Reviews, analyzes, and maintains all HIS mandated contracts.
20%	Independently reviews, analyzes and maintains written responses to all legal requests. Compiles all claim documentation for the more complex Legal (subpoenas), Victims Compensation Governmental Claims Board, and Public Records Act requests. Coordinates with various CCHCS units, including but not limited to, Litigation Support Unit, CCHCS Office of Legal Affairs, and Communications Office, to provide timely and accurate information regarding health care expenditures and utilization. Maintains requests in legal tracking database and archives legal documentation, as needed. Ensures that all documentation is assembled in compliance with the Healthcare Insurance Portability and Accountability Act (HIPAA), and that all protected health information is carefully monitored and kept confidential. Maintains Business Impact Analysis (BIA) and Business Resumption Plan (BRP) for HCCCMB to ensure section is compliant with the State Administrative Manual (SAM).
10%	Provides assistance to other HCCCMB teams, as directed, in an effort to maintain section continuity. Participates in activities to implement new programs as needed.
5%	Performs other duties as assigned.
	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	042-410-5157-813
UNIT NAME AND CITY LOCATED Business Services Healthcare Invoicing Section – Elk Grove Branch Support 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 the supervision of the Supervisor I, the Analyst I performs the less complex to average difficulty analytical duties on the Branch Support 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%	Maintains the paper and electronic versions of the Employee Resources and policy and procedure manuals and process flowcharts. Participates in meetings and follow-up with the Subject Matter Expert (SME) and/or management to ensure team procedures are current, accurate and complete. Assists with the distribution of policies and procedures to all HCCCMB staff. Coordinates with HCCCMB teams to routinely update and disseminate policy and procedure manuals when sectional, departmental, federal or other health care regulations are revised. Maintains, tracks, archives changes, and documents version control of all HCCCMB Branch Support documents. Assists with all duties related to Human Resources (HR) liaison and the hiring process for new employees including, but not limited to: coordinate and schedule all aspects of interviews with management and candidates, complete all required hiring paperwork, update and maintain section organizational chart, maintain confidential or less complex electronic and paper files for staff and

	management, creates and maintains staff duty statements. Communicates and coordinates with Information Technology and Office of Business Services when necessary for new employee requests, office moves, application testing, etc.
30%	Completes and submits training request forms for management approval, enrolls staff in training, and tracks staff completion of training courses. Develops and facilitates new and refresher training courses given to HCCCMB staff to remain current on all aspects of the correctional healthcare invoicing processes. Assists in the development of training plans and materials necessary to facilitate in-house training sessions. Assists in the development of response tools and materials to analyze the efficiency of training given. Provides recommendations to management and alternate solutions based on responses provided by trainees. Monitors, tracks and analyzes all training and certificates to ensure HCCCMB compliance with mandatory courses as required by CCHCS and various other State agencies. Maintains HCCCMB budget via the Business Information System (BIS) by tracking current and future expenditures and making recommendations to management as needed. Reviews, analyzes, and maintains all HCCCMB mandated contracts.
20%	Reviews, analyzes and maintains written responses to all legal requests. Compiles all claim documentation for the more complex Legal (subpoenas), Victims Compensation Governmental Claims Board, and Public Records Act requests. Coordinates with various California Correctional Health Care Services (CCHCS) units, including but not limited to, Litigation Support Unit, CCHCS Office of Legal Affairs, and Communications Office, to provide timely and accurate information regarding health care expenditures and utilization. Maintains requests in legal tracking database and archives legal documentation, as needed. Ensures that all documentation is assembled in compliance with the Healthcare Insurance Portability and Accountability Act (HIPAA), and that all protected health information is carefully monitored and kept confidential. Assists with maintaining Business Impact Analysis (BIA) and Business Resumption Plan (BRP) for HIS to ensure section is compliant with the State Administrative Manual (SAM).
10%	Provides assistance to other HCCCMB teams, as directed, in an effort to maintain section continuity. Participates in activities to implement new programs as needed.
5%	Performs other duties as assigned.
	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. *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; 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.
- A demonstrated interest in assuming increasing responsibility.

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