DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name Vacant	**Division** Community Forensic Partnership Programs			
Position No / Agency-Unit-Class-Serial 461-443-8427-002	**Unit** Diversion and Community Restoration			
Class Title Health Program Manager I	**Location** DSH-Sacramento			
Subject to Conflict of Interest ☒Yes ☐No	**CBID** S01	**Work Week Group:** E	**Pay Differential** N/A	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under the general direction of the Health Program Manager II (HPM II), the Health Program Manager I (HPM I) in the Diversion and Community Restoration unit coordinates and directly supervises two Health Program Specialist I's and two Analyst II's. Under the direction of the HPM II, the incumbent will oversee operations for the Felony Mental Health Diversion (Diversion) program, Community-Based Restoration (CBR) program, and Community Inpatient Facilities (CIF). Up to 10% statewide travel will be required.

The incumbent must have the ability to work independently, must be able to work under pressure to meet deadlines, manage multiple projects and tasks simultaneously, as well as engage with a variety of stakeholders (including clinical, operational, and executive) utilizing impeccable interpersonal and communication skills. Additionally, strong leadership and team collaboration skills are required for this position.

Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).

% 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; percentage must total 100%. (Use additional sheet if necessary).**
30%	Directs, approves and provides guidance on workload associated with the support of the Diversion, CBR, and CIF programs. Directly supervise staff responsible for Diversion, CBR and CIF contracts by providing direction to and oversight of contract preparation, amendments, funding, fiscal and billing issues, performance evaluation, compliance reviews, policy development, and process improvement initiatives, and special projects assigned. Provide support in the planning, implementation, and oversight of Diversion, CBR and CIF programs, which includes: developing and administrating a process to establish county and third-party provider programs, budget allocation and monitoring processes, assistance with staff review of program plan and budget documentation, approval of program invoices, providing technical assistance programs for counties, developing and maintaining policies and procedures; consulting on complex program, policy, and legal

	matters pertaining to the operation of the programs; assisting in the negotiation of new contracts and contract renewals; and outreach to county stakeholders and third-party treatment providers to support the Department's efforts towards statewide expansion of the Diversion and CIF programs. Support the efforts to facilitate improvements in timely access to care, quality and continuity of care, appropriate utilization of services, and cost effectiveness. Assist leadership in identifying, analyzing, and responding to issues related to program implementation and compliance. Assist in the development of performance measures, tracking performance outcomes, and developing program review protocols. Additionally, the incumbent will participate in the performance review of Diversion, CBR, and CIF programs.
20%	Conduct research and analysis of the Diversion, CBR and CIF budgets and expenditures. This includes assisting in the review and or development of caseload estimates for the Diversion, CBR, and CIF programs, which includes, but is not limited to, coordinating with departmental research staff to forecast population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations and proposed budget changes. Assist HPM II with most sensitive and confidential proposals. Analyze and provide recommendations on documents which may reflect the programs' budget information or result in fiscal impact. Review and provide guidance on the process by which staff review and analyze proposed legislation as it pertains to statutes, regulations and laws governing the Diversion and CIF programs.
20%	Recruit, train and evaluate subordinate staff in their job performance. Provide leadership and mentorship to subordinate staff with the unit including, but not limited to, facilitating development opportunities for succession planning, effective performance management, determining training needs, project management, time management and strategic planning. Attend and participate in management meetings and perform other duties and functions as may be required to support the overall mission of the division and department.
15%	Develop and apply extensive knowledge of the full scope of Diversion, CBR, and CIF services including, but not limited to, providing consultation on the variations between county programs with an emphasis on service, fiscal and resource data. In collaboration with the IST Programs Assistant Chief Psychologists, Consulting Psychologists, and the Clinical Operations Senior Psychologist, recommend and assist in the implementation of policy development involving forensic mental health services including inter-agency collaboration, consultation, and education. Develop and maintain working relationships with

	external stakeholders including, but not limited to, contracted providers, county representatives, the Council on Criminal Justice and Behavioral Health, Mental Health Services Oversight and Accountability Commission, the Department of Health Care Services, the Council of State Governments, the Judicial Council, and county associations. Represent HPM II in meetings and committees in HPM II's absence.
10%	Review staff responses to inquiries on the Diversion, CBR and CIF programs fromother Departmental Divisions, Director's Office, California Health and Human Services Agency, Department of Finance, Legislative Analyst's Office and/or other interested stakeholders. Respond to policy issues and communicate and present ideas, recommendations, and information effectively both orally and in writing, including presentations to leadership and control agencies. Oversee workload associated with Diversion, CBR and CIF reporting requirements.
5%	Perform other duties as required.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Allenby building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties. Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	_____ Employee's Signature _____ Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date

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Employee Name	**Division** Community Forensic Partnership Programs			
Position No / Agency-Unit-Class-Serial 461-443-4800-XXX	**Unit** Diversion and Community Restoration			
Class Title Supervisor I	**Location** DSH-Sacramento			
Subject to Conflict of Interest ☒Yes ☐No	**CBID** S01	**Work Week Group:** E	**Pay Differential** N/A	**Other**

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