DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Field Operations	CLASSIFICATION TITLE Correctional Health Services Administrator I, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
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 general administrative direction of the Chief Executive Officer or the Chief Support Executive, the Correctional Health Services Administrator (CHSA) I, Correctional Facility (CF) plans, organizes, and directs allied health care support services, custodial and security services, and administrative support activities of a medium-sized health care program. The CHSA I, CF reviews, develops, implements, and evaluates policies and procedures which promote efficient, appropriate, and cost-effective delivery of clinical care and health related services.

% 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
45%	Plans, organizes, directs, or supervises allied health care support and administrative services operations within the institution. Reviews, develops, implements, and evaluates Department policies and procedures to promote the efficient, appropriate, and cost-effective use of health care resources. Formulates, implements, and monitors local operating procedures for allied health care operations including laboratory, radiological, respiratory, and health records to ensure compliance with federal and State laws, rules, and regulations. Supervises or directs the storekeeping/warehousing operations and the administrative support functions at the institution. Oversees, reviews, and evaluates audits and related assessments of health care programs in the

	institution, identifies needs, and takes the appropriate corrective actions when necessary. Provides ongoing communication with internal and external program staff and stakeholders, meets regularly with staff to communicate Department policies and procedures, and provides guidance and direction. Participates in recruiting, selecting, training, and evaluating staff. Develops and implements procedures for evaluating staff on a timely basis, prepares employee performance reports, and takes corrective actions as required.
20%	Provides input to the development of the institution's health care services budget, evaluates the budgetary needs of the health care programs, exercises the appropriate expenditure controls, initiates budget transfer requests, and reviews monthly expenditure reports. Negotiates, manages, and monitors local health care contracts. Develops, reviews, and coordinates budget change proposals to address health care services and administrative support needs. Oversees and monitors budgetary allocations and expenditures of institution and develops and prepares the annual budgetary projections for health care programs to meet the long-range health care program needs of the institution. Oversees administrative, contracts, and materials and stores operations. Coordinates internal resources for the execution of relevant third party and vendor institutional and enterprise projects; provides input on scope and feasibility of projects, monitors changes, project schedule, resources and performance, and keeps management informed. Attends meetings and participates in discussions related to budget issues impacting health care services.
20%	Participates as part of the management team, attends meetings, and collaborates with other managers and health care professionals to develop, implement, manage, monitor, and evaluate the health care operations and services of the institution. Participates in quality management activities including responding to assessments and audits and implementing quality improvement initiatives. Conducts studies, gathers data, prepares reports, and makes appropriate recommendations.
10%	Maintains a safe and secure environment for staff, patients, and other co-workers and ensures related Department policies and procedures are followed. Oversees the implementation of fire safety and emergency evacuation procedures and ensures that operations are consistent with current standards and that staff are trained and prepared to take appropriate action.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles and practices of organization, supervision, and management; problems involved in administrative health services support programs of a hospital; program development and evaluation techniques; and objectives of the treatment programs of a hospital. *Ability to:* Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility; establish and maintain effective working relationships with medical and psychiatric professional staff and others; collect and analyze data, make administrative studies, and prepare clear, concise, and comprehensive reports; analyze situations accurately and take effective action; supervise, train, and motivate staff to achieve maximum effectiveness; and communicate effectively. **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 must be reasonably expected to have and maintain sufficient

strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated person's.

Assignments may include sole responsibility for the supervision of incarcerated person's and/or the protection of personal and real property.

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