

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-410-5393-833
UNIT NAME AND CITY LOCATED Healthcare Invoicing Section, Elk Grove	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS 8 a.m. to 5 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove, CA 95758
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under general direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst performs the more complex analytical duties related to the Healthcare Invoicing Section (HIS), Program Support Team. This position may be redirected to other units within HIS, as necessary. All HIS positions may require periodic and varying amounts of overtime and travel.

% 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. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

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| 30% | Independently 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 accurate and complete. Assists with the distribution of policies and procedures to all HIS staff. Coordinates with HIS teams to routinely update and disseminate policy and procedure manuals when departmental or HIS changes are made. Maintains, tracks, archives changes, and documents version control of all HIS Program Support documents. |
| 30% | Communicates and coordinates with management and staff to assist with enrollment of employees in trainings. Assists with preparing and conducting new and refresher training sessions to HIS staff to remain current on all aspects of the correctional healthcare invoicing processes. Completes training plans and organizes materials necessary to facilitate in-house training sessions. Develops response tools and materials to analyze the efficiency of training given, and reports findings to management. Monitors, tracks and analyzes all training and certificates to ensure HIS compliance with mandatory courses. |
| 25% | Independently reviews, analyzes, maintains written responses, and 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. Maintains 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. |

10%	Provides assistance to other HIS teams, as directed, to maintain Section continuity. Participates in activities to implement new programs as needed.
5%	Performs other duties as assigned.

	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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; 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.</p> <p>DESIRABLE QUALIFICATIONS</p> <p><i>Communication Skills:</i> Possess excellent oral and written communication skills demonstrating the ability to exercise extreme tact and effectiveness in interactions with subject matter experts, managers, executive staff, vendors, providers, and other agencies.</p> <p><i>Project Management:</i> Experience demonstrating the ability to manage diverse activities, including planning, organizing and successfully completing multiple projects on time. Demonstrated ability in strategic planning, policy development, and organizational awareness.</p> <p>Knowledge of the California vision, mission, and policies, current issues and trends of patient inmate constitutional standards of health care. Working knowledge of the State and federal legislative processes.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>
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SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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

RPA

EFFECTIVE DATE:

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Adopted: _____

Revised: _____

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<i>SUPERVISOR'S NAME (Print)</i>	<i>SUPERVISOR'S SIGNATURE</i>	<i>DATE</i>
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