

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

# DUTY STATEMENT

RPA/647#-  
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EFFECTIVE DATE:

<b>CDCR INSTITUTION OR DEPARTMENT</b> Division of Correctional Health Care Services	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 076-220-4910-918
<b>UNIT NAME AND CITY LOCATED</b> Licensing Support Unit, Sacramento	<b>CLASS TITLE</b> Correctional Health Services Administrator I, CF
<b>WORKING DAYS AND WORKING HOURS</b> 8:00 a.m. to 5:00 p.m. (Approximate only for FLSA exempt classifications)	<b>SPECIFIC LOCATION ASSIGNED TO</b> CA. Medical Facility, Vacaville, CA
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

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 the direction of the Correctional Health Services Administrator II, the Correctional Health Services Administrator (CHSA) I, coordinates, plans, organizes and evaluates the mental health programs and related custodial services and issues to ensure compliance with all applicable legal and regulatory requirements and the policies and procedures of the Department. The CHSA I also provides regional leadership and policy direction to the institutional administrators and medical staff on the functions of the Mental Health Program.  
**Statewide travel will be required.**

% 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 additional sheet if necessary)</i>
45%	Perform on-site consultation services and inspections of institutional mental health support services, including areas that interact with mental health services (nursing, dental, dietary, diagnostic, and medical support services) to ensure compliance with State and Federal licensing standards, departmental policies and procedures, and applicable laws and judicial rulings; prepare deficiency reports, corrective action plans, and recommendations in conjunction with institution management.
25%	Provide leadership and direction to institution mental health staff responsible for providing direct services to inmates in licensed health care facilities; develop recommendations, policies, and procedures; and serve as an onsite expert resource for the department; provide direct oversight over local licensed health care facility construction and planning projects.
10%	Review, evaluate, and achieve agreement of appropriate corrective action plans for all Department of Health Services Licensing and Certification surveys in the mental health and dental programs, Office of the State Fire Marshal, Environmental Health, and California Occupational Safety and Health citations on physical plant, the environment, and employee safety to assure that proposed capital outlay projects correct all known code violations, and are cost effective.
10%	Represents the CHSA II within the department and with outside agencies. Coordinates with other departments including the Office of Statewide Health Planning and Development, the State Fire Marshal, the State Architect, contract architects, the Office of the Legislative Analyst, and the Department of Finance, on departmental and facility-specific philosophy, policy and procedure, mental health clinical treatment programming, community standards of care, State licensing regulations, Federal ADA Regulations on Services to the Handicapped, and American Correctional Association standards.
10%	Consults with institution business managers and other administrators in the preparation and review of annual health facility budgets including equipment, staffing, contracts, and capital outlay related to licensed health care facilities; recommends legislative, regulatory, and policy changes as may be indicated. Performs other related duties as required.

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<b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print) David Horch	SUPERVISOR'S SIGNATURE	DATE
<b>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></b>		
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