

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

**DUTY STATEMENT**

RPA -	EFFECTIVE DATE:
----------	-----------------

<b>CDCR INSTITUTION OR DEPARTMENT</b> California Correctional Health Care Services (CCHCS)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 042-126-8336-002
<b>UNIT NAME AND CITY LOCATED</b> Allied Health Services, Elk Grove Campus	<b>CLASS TITLE</b> Health Program Specialist II (HPS II), Rehabilitation
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday;          am to          pm	<b>SPECIFIC LOCATION ASSIGNED TO</b> 9272 Laguna Springs Drive, Elk Grove, 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 general direction of the Health Program Manager III (HPM III) of Allied Health Services (AHS), the Health Program Specialist II (HPS II) will assist with the organization, development, and implementation, in maintaining medically necessary health care consistency with regard to Inmate Medical Services Policy and Procedures related to Rehabilitation Services, Physical Therapy, Occupational Therapy and Biomedical equipment and medical supplies for AHS. The HPS II is part of the Field Support team which coordinates support functions and administrative processes for large and complex statewide health care programs within CCHCS. This position may require 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 additional sheet if necessary)</i>
-----------------------------	---

**ESSENTIAL FUNCTIONS**

**45%** Provide leadership in the development and implementation of health care policies and procedures related to rehabilitative health care administration at existing institutions, as well as new correctional health care facilities, pertaining to AHS. Assist AHS staff and management at institutions in developing and implementing Local Operating Procedures (LOP) for rehabilitation and other AHS areas. Ensure LOPs comply with Federal and State regulations, litigation, as well as CCHCS standards to ensure patient-inmate access to care, quality of care, and continuity of care. Develop audit tools to monitor and evaluate rehabilitative health care programs and prepare written reports to ensure that Executive Management receives accurate and adequate information regarding AHS issues and problems in the field. Independently collect and analyze the most complex healthcare data and make recommendations to CCHCS and AHS Executive Management. Evaluate compliance issues, develop corrective action plans, and provide direction and guidance to the Field regarding compliance issues. Assist with the organization, development, and implementation of physical rehabilitation programs within the correctional health care setting to promote effective and expeditious delivery of health care consistent with the policies and procedures of multiple rehabilitative health disciplines. Chair and facilitate workgroups/forums on behalf of AHS which may include consultation with external and internal stakeholders such as the AHS Director and Deputy Director, Chief Executive Officer (CEO), institutional staff, Warden, Associate Warden of Health Care, Regional Administrators (institutions and Health Care Services Divisions), Department of Health Care Services, and local County and City agencies and departments.

**30%** Collaborate with key personnel and Field staff located at each institution to develop standards and processes for program operations within Federal and State guidelines. Analyze major trends in AHS areas to make determinations and recommendations regarding staffing models. Serve as a technical expert and represent AHS Executive Management in meetings with CCHCS Executive Management, Chief Executive Officers and other stakeholders regarding ongoing development and updates to the Acuity Based Staffing Models for institution staffing; and other discussions and forums impacting health care services in the area of rehabilitation, ensuring AHS remains in compliance with Federal, State and local laws, rules and regulations. Develop and provide training to various AHS programs based on needs identified from research and surveys, program reviews or litigation requirements.

<b>20%</b>	Provide assistance with the standardization of the biomedical, durable medical and medical supplies for medical programs at the institutions while ensuring compliance with all Departmental, State and Federal policies, rules, laws and statutes. Work directly with AHS Executive and leadership staff to assist in the development of statewide recommendations on all biomedical, durable medical and medical supplies for submission and approval to the clinical operations team for approval. Correspond with CCHCS Contracts and Procurement staff to participate in the development and review of statewide contracts and purchases.
<b>5%</b>	Perform other related duties as required.

**DUTY STATEMENT**

RPA –

% 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>	
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods, methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.</p> <p><i>Ability to:</i> Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health care standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><i>Special Personal Characteristics:</i> Ability to advise and consult with Executive Management, and demonstrated interest in assuming increasing responsibility.</p> <p><i>Interpersonal Skills:</i> Work independently and in a team setting. A demonstrated ability to gain and maintain cooperative relations with those contacted during the course of work.</p> <p><i>Additional Desirable Qualifications:</i> Demonstrated ability to act independently; flexibility; tact; and ability to act effectively under pressure.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to 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.</p> <p>This position may require travel.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
<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.</b>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE