

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA

EFFECTIVE DATE:

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CDCR INSTITUTION OR DEPARTMENT California Health Care Facility	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Stockton	CLASS TITLE Chief Executive Officer
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO Stockton
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) To be determined

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S LEADERSHIP 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 administrative direction of the Receiver, the Chief Executive Officer (CEO) is in charge of and will manage the California Health Care Facility, which includes multiple intermediate and acute health care programs for adult inmate-patients of the California Department of Corrections and Rehabilitation (CDCR). Through subordinate staff, which includes custody, dental and mental health professionals of the California Department of Corrections and Rehabilitation (CDCR), mental health professionals of the Department of Mental Health (DMH), and medical professionals of the California Correctional Health Care Services (CCHCS), the CEO has responsibility for all of the Facility's operations. This position is responsible for the Facility's effectiveness, and for coordination with departmental headquarters, other CDCR institutions, and for external relationships with governmental, legislative, community and business leaders at the state and local level.

% 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 additional sheet if necessary)*

30%	<p>ESSENTIAL FUNCTIONS</p> <p>Directs and administers all institution-related programs and policies. Establishes and sets professional expectations for Facility staff. Formulates and executes through subordinate staff a 24-hour and 7-days a week operation and delivery of all custody, housing, classification, health care, adult programs, training, discipline and appeals of inmate-patients of the CHCF. Through subordinate staff, ensures the coordinated and effective implementation of program policies, standards and protocols for CCHCS, DMH and CDCR for the safe and effective delivery of health care services and custody operations at the Facility. Identifies problems and implements solutions for operational and organizational issues pertaining to program delivery and directs and administers Facility policies and programs.</p>
30%	<p>Ensures Facility programs are consistent with CDCR, CCHCS and DMH departmental policies for operational effectiveness. Provides leadership by delegating and exercising appropriate controls over the activities of subordinates. Works collaborately with the Facility professionals, including Medical, Nursing, Mental Health, Dental, Custody, Clinical Executives, and other program managers within the Facility to ensure safe, effective, timely, efficient and equitable patient-centered care. Functions as the appointing power and approves all staff hiring recommendations and reviews and makes final recommendations in the staff and inmate-patient disciplinary and/or appeals process. Participates in the selection of subordinates, evaluates their performance and takes or recommends appropriate action. Ensures that all policies are administered and maintained for a work environment free of discrimination.</p>
20%	<p>Supervises and oversees the business management activities of the facility, including preparation and management of the budget and fiscal operations, maintenance of buildings and grounds, procurement and control of equipment and supplies, food preparation and services, clothing, sanitation, health and safety, and related services. Supervise program managers responsible for administrative services functions within the facility. Establishes and maintains effective relationships with community and business leaders in support of the mission and operation of the Facility.</p>

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% 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>
<p>20%</p>	<p>ESSENTIAL FUNCTIONS (cont.)</p> <p>Directs and monitors an accountability system to demonstrate that programs, activities and actions of individual employees are consistent with law, departmental rules and policies, judicial decisions and control agencies. Ensures compliance with licensing requirements for the Facility's licensed beds. Ensures compliance with all applicable laws and regulations related to licensure, including staffing, delivery of care, feeding and other requirements. Also ensures compliance with all applicable accreditation standards. Directs staff and Ad Hoc task groups in reviewing the effectiveness of Facility policies and activities, resolves operational problems, and directs the preparation of reports and statistical analysis. Develops, interprets and administers policies and procedures governing the operation of the Facility.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Issues and problems involved in managing the administrative, fiscal and clinical services of a large and complex multidisciplinary health care delivery system • Issues and problems involved in managing comprehensive programs for the custody, rehabilitation, treatment, housing, and classification of inmate patients. • Principles of personnel management and supervision of a multidisciplinary workforce • Principles, practice and trends of organization and management as they relate to an institution health care setting • Laws, regulations, and standards pertaining to health care administration in a correctional setting • Fiscal management practices • Principles, practices and trends of organizational leadership • Cost and data management systems associated with patient care and evaluation of health care delivery systems • Use and application of information technology • Current trends and developments in the field of health care administration • Basic principles of emergency and disaster preparedness planning • Management's responsibility for promoting equal opportunity in hiring and employee development and promotion; and maintaining a work environment free of discrimination and harassment.

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<p>Ability to:</p> <p>Communicate effectively; plan, organize, direct and evaluate health care, custodial and administrative services to meet treatment needs within an institution setting; establish and maintain cooperative working relationships with those contacted in the course of the work; evaluate information and make decisions based upon data from management or automated systems; create and develop collaborative teams; analyze data and situations and take appropriate action; execute progressive discipline; motivate staff to accomplish common goals; prepare clear, concise and comprehensive reports; effectively develop and implement strategies to accomplish program missions; develop staff and assess training and developmental needs; attract and recruit qualified staff; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p> <p>DESIRABLE QUALIFICATIONS Experience working in a correctional institution, serving the underserved, leadership in working on population-based health improvement, leadership in the health care administration profession and in the community, responsible management experience, MBA, MPH, MMM or Masters in other health care field, professional certification, including CCHCP and FACHE.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of patients-inmates; and be tactful and patient.</p> <p>Incumbents must possess and maintain sufficient strength, agility and endurance during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, patients-inmates or the public.</p>		
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