

EDITED TASK LISTING

CLASSIFICATION: ASSOCIATE HEALTH PROGRAM ADVISER

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Research and identify applicable regulations, statutes, standards and policies in order to conduct studies related to correctional health care utilizing analytical and research skills, with instruction as required.
2.	Analyze health related policies/issues for management to ensure compliance with applicable regulations, statutes, standards and policies utilizing analytical and communication skills, with instruction as required.
3.	Summarize research findings, provide alternatives and recommend new health care policies and procedures or revisions to existing health care policies and procedures to management utilizing knowledge of applicable regulations, statutes, standards and policies, with instruction as required.
4.	Identify tasks, resources, and timelines in order to develop a work plan for management to guide health program activities utilizing critical thinking, analytical, and communication skills, with instruction as required.
5.	Participate on project teams to develop and produce new health care programs, policies and/or procedures utilizing communication, facilitating, and organizational skills, as well as knowledge of CDCR policies and procedures, with instruction as required.
6.	Disseminate information on health care programs in the form of documents, correspondence and reports, to internal and external entities to comply with CDCR policies and requirements using communication, analytical, and critical thinking skills, with instruction as required.
7.	Track and report activities related to health care programs for management to ensure compliance utilizing analytical, computer, and communication skills, with instruction as required.
8.	Assist management in the development of Budget Change Proposal (BCP) by defining program needs and resources required utilizing administrative and fiscal skills and knowledge, communication, and knowledge of CDCR policies and procedures, with instruction as required.
9.	Monitor funding for activities for the unit to ensure proper allocation and expenditure of funds utilizing computer (budget invoice system) and analytical skills, with instruction as required.
10.	Represent the CDCR management in meetings with groups and organizations at the local, state, and Federal levels to gather, share, and/or provide information utilizing communicational skills and judgment, with instruction as required.
11.	Participate in the development of written policy and procedures to ensure the consistent delivery of quality health care treatment and services to inmate-patients utilizing analytical, communication, and organizational skills, as well as knowledge of departmental policies and procedures governing correctional health care, with instruction as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

12.	Assist management in the implementation of new or revised health care practices, policies and procedures to ensure consistent delivery of quality health care treatment and services to inmate-patients and compliance with state and Federal laws and regulations, and CDCR policies and procedures, using communication, computer, and organizational skills as well as knowledge of departmental policies and procedures governing correctional health care, with instruction as required.
13.	Make recommendations to management on performance measurement, data collection tools, and methods to ensure program compliance with policy and procedures, using communication, computer, and organizational skills as well as knowledge of departmental policies and procedures governing correctional health care, with instruction as required.
14.	Assist in the development of training materials on new or revised health care programs, policies and procedures to ensure consistent delivery of quality health care treatment and services to inmate-patients and compliance with state and Federal regulations, utilizing computer and written skills, as well of knowledge of CDCR lesson plans and formats, and policies and procedures governing correctional health care, with instruction as required.
15.	Provide technical assistance and consultation to departmental staff at all levels to promote adherence to current health care policies and procedures, utilizing knowledge of departmental policies and procedures governing correctional health care, with instruction as required.
16.	Participate in audits, performance reviews and data collection activities to ensure consistent delivery of quality health care treatment and services to inmate-patients and compliance with state and Federal regulations, using communication, computer, and organizational skills as well as knowledge of departmental policies and procedures governing correctional health care, with instruction as required.
17.	Report findings (compliance and non-compliance issues) derived from program audits, performance reviews and data collection activities to management to ensure effective program performance and compliance with policies and procedures governing correctional health care, utilizing communication, analytical and organizational skills as well as knowledge of departmental policies and procedures governing correctional health care, with instruction as required.
18.	Develop and maintain automated databases to monitor health care programs for management, utilizing computer skills, with instruction as required.
19.	Assemble statistical health care data to document program performance and outcomes for management utilizing computer, analytical, and communication skills, with instruction as required.
20.	Prepare documents/reports/correspondence related to health care programs, policies and procedures for internal and external entities to ensure the appropriate dissemination of information, utilizing communication and computer skills, with instruction as required.
21.	Assist in the training of departmental staff on new or revised health care policies/procedures to ensure compliance with CDCR policies and procedures and/or Federal regulations utilizing communication and facilitating skills as well as knowledge of departmental policies and procedures governing correctional health care, with instruction as required.

22.	Participate as a member of an inter-disciplinary committee to promote collaboration, coordination, and communication, utilizing communication, interpersonal and collaborative skills, as needed.
23.	Analyze proposed health care related legislation for management to identify impact of proposed legislation on programs, utilizing communication, and analytical skills, and knowledge of the legislative process, health care laws and CDCR regulations and policies, with instruction as required.
24.	Monitor health care related legislative bills in progress to assist management in program planning and compliance utilizing knowledge of the legislative process and current health care laws, as well as computer skills, with instruction as required.
25.	Develop regulatory packages containing new or revising existing CDCR regulations to ensure compliance with state law, utilizing analytical, communication, and knowledge of regulatory processes, with instruction as required.
26.	Present ideas and information orally and/or in writing to various entities (e.g., public/private agencies, departmental employees/management, etc.) on a wide variety of subjects to address health care related issues and concerns utilizing computer skills (e.g., Power Point, flow charts, handouts, etc.) with instruction as required.
27.	Act as a liaison between correctional health and non-governmental agencies and/or the general public in the release of information governed by the Public Information Act utilizing knowledge of the Public Information Act, as well as communication and analytical skills, with instruction as required.
28.	Participate in hiring interview panels to evaluate candidates for vacant positions within Department of Correctional Health Care Services (DCHCS) utilizing interview , analytical and communication skills, with instruction as required.