

## EDITED TASK LISTING

### CLASS: NURSE CONSULTANT III (SUPERVISOR)

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

Task #	Task
1.	Acts as a consultant to various agencies (public and private), departmental staff, the public, etc., on the most complex, difficult, and sensitive health care issues to provide expertise, direction, information, and technical assistance, utilizing professional knowledge, Federal and State laws (e.g., Penal Code (PC), Title 15, Title 17, Title 22, regulations, etc.), Departmental Operations Manual (DOM), Administrative Bulletins (ABs), policies, procedures, communication skills, internet, etc. as needed.
2.	Plans studies (e.g., needs assessments, public health studies of infectious disease incidence, etc.) to identify needs and obtain information utilizing professional knowledge, Federal and State laws (e.g. PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures internet, etc. as needed.
3.	Develops the tools, aids, methodology, etc. necessary to conduct studies utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc., DOM, ABs, policies, procedures, internet, computer software, etc. as needed.
4.	Organizes studies to ensure the study is carried out as planned within an identified timeframe utilizing professional knowledge, communication skills, policies, procedures, laws, computer software, etc. as needed.
5.	Implements study to gather/obtain information, utilizing professional knowledge, communication skills, policies, procedures, computer software, etc. as needed
6.	Evaluates study results to provide information to management and make recommendations for program modifications and implement new programs utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), DOM, ABs, policies, procedures, internet, computer software, etc. as needed.
7.	Acts as lead to Nurse Consultants and other health-related multidisciplinary staff to provide guidance and direction utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, internet, etc. as needed.

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Task #	Task
8.	Plans programs, nursing components of related programs, etc., for statewide implementation to provide quality health care to persons committed to the California Department of Corrections and Rehabilitation (CDCR) and ensure compliance and consistency with court mandates, laws, rules, regulations, etc., utilizing professional knowledge, Federal and State laws (e.g., Penal Code (PC), Title 15, Title 17, Title 22, regulations, etc.), DOM, Administrative Bulletins (AB), policies, procedures, communication skills, internet, etc. as needed.
9.	Develops programs, nursing components of related programs, standards, policies, procedures, etc. for Health Care Services Division (HCSD) to provide direction/guidance to staff, quality health care to persons committed to the CDCR, and to ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), DOM, ABs, policies, procedures, communication skills, computer software, etc., as needed.
10.	Coordinates nursing and related program activities with other Health Care disciplines, departmental staff, etc. to ensure all necessary tasks are scheduled and completed in a timely manner, provide direction/guidance to staff, and to ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), DOM, ABs, policies, procedures, communication skills, computer software, etc., as needed.
11.	Implements programs, nursing components of related programs, standards, policies, procedures, etc. for Health Care Services Division (HCSD) to provide direction/guidance to staff, quality health care to persons committed to the CDCR, and to ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), DOM, ABs, policies, procedures, communication skills, computer software, etc., as needed.

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12.	Evaluates programs, nursing components of related programs, standards, policies, procedures, etc. for HCSD to obtain information, assess effectiveness and ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, internet, etc. as needed.
13.	Supervises a group of Nurse Consultants and/or other health professional/technical staff with the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, adjust grievances or discipline, to provide guidance and direction, and ensure performance standards are met, utilizing department manuals, State Personnel Board guidelines, administrative directives, communication skills, etc. as needed.
14.	Provides education/training to field health care staff, custody staff regarding health care issues, new health care delivery systems etc., to provide direction/guidance to staff, quality health care to persons committed to the CDCR and ensure compliance and consistency with court mandates, laws, rules, regulations, utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, computer software, communication skills, etc. as needed.
15.	Prepares Budget Concept Statements/Budget Change Proposals (BCS/BCP) to secure funding for new programs, equipment, staffing, etc., and/or augment existing health care programs utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations, etc.), budget, workload studies, communication skills, etc. as needed.
16.	Analyzes proposed health care legislation, government reports, licensing surveys, etc., to identify areas for improvement, make recommendations, determine the impact on department programs, etc. utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, computer software, communication skills, etc. as needed.

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17.	Prepares various written documents (e.g. memorandum, correspondence, reports, etc.) to request and/or provide information to others utilizing computer hardware/software, communications skills, spelling/grammar, laws, rules, regulations, policies, procedures, DOM, etc. as needed.
18.	Investigates cases of alleged staff misconduct to obtain, analyze and provide information to others (e.g. management, Office of Internal Affairs, etc.) utilizing professional knowledge, Federal and State laws (e.g., PC, Title 15, Title 17, Title 22, regulations) DOM, ABs, policies, procedures, computer software, communication skills, etc. as needed.