

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT Division of Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) XXX-XXX-5393-XXX				
UNIT NAME AND CITY LOCATED Mental Health Program Telemental Health Services	CLASSIFICATION TITLE Associate Governmental Program Analyst				
	WORKING TITLE				
	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

CCHCS is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.

CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Chief Psychologist, Telemental Health Services Program, the Associate Governmental Program Analyst (AGPA) is responsible for duties and assignments including but not limited to data gathering, analysis, evaluation; and information maintenance and distribution related to telepsychiatry services statewide. Some statewide travel may be required with this position.

% 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>
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ESSENTIAL FUNCTIONS

45% Completes formal or informal special projects, analytical studies or other assignments for the clinician assignment and movements. Researches and analyzes complex issues, develops recommendations regarding those issues and presents recommendations. Prepares reports and written evaluations. Plans, develops, implements, and maintains tracking systems within the Telemental Health Services Program. Reviews and analyzes complex findings of internal reviews and external audits to identify problem areas within the Telemental Health Services Program. Communicates effectively with managers and staff on complex questions or issues.

30% Compiles and tracks complex statistical data from various institutions and provides reports based on the statistical data. Collects and reviews statistical data on Telemental Health Program performance measures and develops targets and work plans that lead to improvements in performance and/or outcomes. Develops, proposes, and coordinates implementation of forms, protocols, and plans related to telemental health programming and treatment protocols to institutional clinical staff. Verifies and confirms assignments and levels of care serviced within each institution. Coordinates care between institutions statewide to optimize telemental health utilization.

10%	Collaborates with telemental health staff to resolve varying demands and makes necessary changes to recruitment strategies.
10%	Develops plans and procedures to create systematic and orderly transfer and tracking of telemental health resources to new locations, in coordination with directives from leadership. Coordinates with various inter-department program leads to generate reports and plans to management. Statewide travel, as needed.
5%	Performs other job related duties as required.

KNOWLEDGE AND ABILITIES
Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

SPECIAL PERSONAL REQUIREMENTS
 Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

SPECIAL PHYSICAL CHARACTERISTICS
 Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly 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.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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
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