

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

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| | | RPA | EFFECTIVE DATE: |
| CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services | | POSITION NUMBER (Agency – Unit – Class – Serial) | |
| UNIT NAME AND CITY LOCATED Institution – Compliance Analyst | | CLASS TITLE Associate Governmental Program Analyst | |
| WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications) | | SPECIFIC LOCATION ASSIGNED TO | |
| PROPOSED INCUMBENT (if known) | | CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) | |

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 direction of the Chief Executive Officer (CEO), the Associate Governmental Program Analyst (AGPA) independently performs the more complex analytical work in evaluating, monitoring, and maintaining institution compliance with various federal court mandates, federal and State regulations, and departmental policies and procedures associated with providing access to programs and services to patients with disabilities. The AGPA performs a wide variety of analytical duties that require knowledge of Department regulations, policies, procedures, and the ability to work independently, communicate effectively, and exercise good judgment. May function as a team lead over internal audits and special projects. The AGPA supports the overall mission and immediate goals of the institution and performs duties as necessary to provide better delivery of program services.

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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. (Use addition sheet if necessary) |
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ESSENTIAL FUNCTIONS

- 25%** Reviews, evaluates, develops, and updates local operating procedures to ensure compliance with the following regulatory and legal mandates: Disability Placement Program (DPP), the *Armstrong* Remedial Plan, the Developmental Disability Program (DDP), the *Clark* Remedial Plan, the American with Disabilities Act (ADA), the California Correctional Health Care Services (CCHCS) Inmate Medical Services Policies and Procedures, and related sections of the California Code of Regulations, Title 15, and Department Operations Manual. Provides subject matter expertise to management and staff on questions, issues, or concerns related to compliance with these regulatory and legal mandates.
- 20%** Independently conducts monthly internal audits across health care disciplines to improve processes and mitigate barriers to achieving compliance and facilitates external compliance reviews or audits. Completes qualitative analyses on a regular basis to monitor the institution's ability to achieve compliance. Reviews external audit reports (e.g., *Armstrong* Monitoring Tour [AMT], reports completed by the Prison Law Office, and Compliance Review [CR] reports completed by California Department of Corrections and Rehabilitation, Office of Audits and Court Compliance) and, as necessary, prepares Corrective Action Plans (CAP) which fully address any deficiencies. Ensures the proposed plan is reasonable, measurable, and sustainable. Attends and clearly communicates information orally during all compliance related meetings or conference calls (e.g., AMT and CR exit meetings, CAP conference calls, etc.). Monitors and documents progress toward completing CAP items.
- 20%** On behalf of the CEO, documents health care related DPP/DDP allegations of staff non-compliance as well as the inquiry process associated with each allegation. Records allegations on the monthly DPP/DDP Allegation of Non-Compliance Log and submits the completed log to the designated headquarters staff on a monthly basis. Tracks allegation inquiries assigned to supervisory staff, conducts inmate interviews if designated, and ensures inquiries are completed in a timely manner.

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| 20% | Acts as liaison with the custody ADA Coordinator. Assists the Health Care Appeals analyst with the timely processing of appeals when disability related appeal responses are late more than 30 percent of the time within the prior 6 months. Coordinates, tracks, and facilitates mandated compliance training to all CCHCS staff (e.g., <i>Armstrong</i> Training Overview and Medical Module, effective communication, reasonable accommodations). |
| 10% | Documents, tracks, and reports the purchase and issuance of health care assistive devices (e.g., wheelchairs, canes) including repairs and replacements. Ensures all prescribed assistive devices are recorded and tracked. Provides written documentation to custody staff verifying authorization for inmates to have assistive devices. |
| 5% | Performs other duties as required. |

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| | <p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Incumbents must possess and maintain sufficient strength, agility, and endurance to perform 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, inmates, or the public.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Demonstrate ability to act independently; open-mindedness, flexibility, and tact.</p> |
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| 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 |