

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

March 6, 2020

2. Department

California Correctional Health Care Services (CCHCS)

3. Organizational Placement (Division/Branch/Office Name)

Executive Office

4. CEA Position Title

Special Assistant to the Undersecretary, Health Care Services

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

CCHCS proposes to allocate the above position to the Career Executive Assignment (CEA) category. The Special Assistant to the Undersecretary, Health Care Services will be responsible for advising, coordinating, reviewing, and recommending appropriate action to the Undersecretary, Health Care Services, California Department of Corrections and Rehabilitation (CDCR) on a wide variety of Departmental policies.

6. Reports to: (Class Title/Level)

Undersecretary, Health Care Services (Exempt)

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

## B. SUMMARY OF REQUEST

### 9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Special Assistant serves as a policy advisor to the Undersecretary, Health Care Services, CDCR on a wide variety of departmental policies and may act independently on behalf of the Undersecretary, Health Care Services in a multitude of situations regarding sensitive issues such as, but not limited to: litigation, policies, procedures, and program direction relative to the Department's primary mission. The Special Assistant will be proactive in presenting and addressing issues of policy to the Undersecretary while providing guidance to programs on upcoming issues; providing and making recommendations on policy formulation, implementation, and monitoring. The Special Assistant to the Undersecretary is a member of the Department's Executive Staff and is a key member of the Secretary's Office. This position has two headquarters offices. One is located in Sacramento, CA at CDCR headquarters, and the other is location in Elk Grove, CA at CCHCS headquarters; therefore, travel is required.

Assists with the development and implementation of critical initiatives to improve the efficiency of the health care system. Assists the Undersecretary in overseeing complex and sensitive statewide issues and projects, ensuring deadlines, requirements, inquiries related to court mandates, stipulated agreements, and legislative commitments are met. Provides direction to internal/external management and executive staff on projects and other work conducted with representatives of the Legislative Analyst's Office, Office of the Inspector General, Governor's Office, Legislature, court officials, and other State, local, and federal agencies.

Resolves highly complex and sensitive statewide health care issues raised by executive and management staff on behalf of the Undersecretary, using strong problem solving skills and in-depth knowledge of management and other patient health care functions. Represents the Undersecretary and acts as a liaison in high-level meetings with internal and external stakeholders, executive management, legislative, and Governor's Office staff.

Evaluates the impact of proposed legislative, program, regulatory agency, court, and policy issues related to the Department's health care programs in order to make recommendations to the Undersecretary. Provides guidance to programs on upcoming issues. Builds relationships, on behalf of the Undersecretary, with stakeholders, constituency groups, and third party advocates. Works collaboratively with management, executive staff, and other entities to understand and convey the Department's health care policy needs.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: In supporting the Undersecretary, Health Care Services, the Special Assistant directly supports the Department's primary mission. The Office of the Undersecretary, Health Care Services is responsible for ensuring California's adult inmate population receives adequate dental and mental health care, and is also responsible for working collaboratively with the Federal Receiver to provide quality, cost-effective medical care services to patients. The Special Assistant directly supports the Undersecretary in accomplishing this work, including reviewing matters, conducting analysis, engaging stakeholders, and providing recommendations.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The Office of the Undersecretary, Health Care Services is responsible for ensuring California's adult inmate population receives adequate dental and mental health care. In addition, the Office of the Undersecretary is responsible for the medical care in those adult institutions that have transitioned from being under the Federal Receivership back to the State. Because of the complexities with the health care system, the Undersecretary needs a special assistant, allocated to the CEA category, to provide assistance with the development and implementation of critical initiatives to improve the efficiency of the health care system that are necessary to avoid further litigation.

### **C. ROLE IN POLICY INFLUENCE**

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Special Assistant will be responsible for supporting the Undersecretary on a variety of issues. Some examples include:

- Ensuring all adult institutions attain Joint Commission Accreditation, which requires cross-coordination amongst the various programs;
- Ensuring the Integrated Substance Use Disorder Treatment program is implemented;
- Identifying programmatic and policy changes to ensure inmates receive adequate dental, medical, and mental health care.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

The scope of the CEA position is to support the Undersecretary with research and analytical support; negotiating issues with key stakeholders on behalf of the Undersecretary; providing recommendations and analysis on how to achieve the Department's goals; coordinating policy direction; and overseeing the appropriate implementation of policy decisions among programs.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

Both. In supporting the Undersecretary, the CEA will be assisting in interpreting existing policy and also developing new policy.