

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

August 17, 2020

2. Department

California Correctional Health Care Services (CCHCS)/Division of Health Care Services

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

Health Care Services

4. CEA Position Title

Special Assistant to the Director, 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 Director, Health Care Services will be responsible for advising, coordinating, reviewing, and recommending appropriate action to the Director, Health Care Services on a wide variety of Departmental policies.

6. Reports to: (Class Title/Level)

Director, Health Care Services

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 the primary policy advisor and provides high-level expertise and assistance to the Director, Health Care Services on a wide variety of critical patient health care functions for CCHCS. This position may act independently on behalf of the Director, Health Care Services in a variety of situations regarding sensitive issues such as, but not limited to: in high-level meetings, litigation, policies, procedures, and program direction relative to Health Care Services. The Special Assistant to the Director is a member of the Health Care Services executive team.

Assists with the development and implementation of critical initiatives to improve the efficiency of the prison health care system. Assists the Director 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 Health Care Services issues raised by executive and management staff on behalf of the Director, using strong problem solving skills and in-depth knowledge of management, Health Care Services, and other patient health care functions. Represents the Director in high-level meetings with internal and external stakeholders. Independently responds to, and makes decisions regarding, critical and ongoing issues involving health care functions. Provides guidance to programs regarding a variety of public policy issues and court mandates.

Evaluates the impact of proposed legislative, program, regulatory agency, court, and policy issues related to the Department's health care program in order to make recommendations to the Director. Provides guidance to programs on upcoming issues. Builds relationships, on behalf of the Director, 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 Director, Health Care Services, the Special Assistant directly supports the Department's primary mission. The Director, Health Care Services is responsible for ensuring that health care provider practices comply with the Complete Care Model which establishes a standardized, integrated patient care model that organizes and delivers core primary care functions encompassing all aspects of the health care organization. In addition, the Director, Health Care Services ensures that institutions statewide implement effective systems that certify competence to perform provider duties. The Special Assistant directly supports the Director 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 Director, Health Care Service is responsible for providing visionary leadership, managing and coordinating all health care provider services on a statewide basis within CDCR adult institutions. In addition, the Director is responsible for providing executive leadership for health care practices and operations to support compassionate, safe, effective, timely, efficient and equitable patient-centered care. Lastly, the Director is responsible for collaborating across multiple disciplines as part of a clinical leadership team that includes medical, nursing, mental health, dental, and quality management to ensure the appropriate delivery of health care to patients in all CDCR adult institutions. Because of the complexities with the health care system, the Director 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 Director on a variety of health care issues. Some examples include:

The Special Assistant will be the lead and single point of contact within the program for converting Health Services Delivery System Program Guide policies into Title 15 regulations. The Special Assistant will be working in conjunction with Regulations and Policy Section in CCHCS Policy and Risk Management Services Division.

This position will provide high-level expertise and assistance to the Director and Health Care Services by analyzing complex policy issues and overseeing and/or coordinating statewide projects and initiatives, as well as providing critical communication support, information, research, and responses to executive-level inquiries from internal and external sources.

The Special Assistant will provide policy development and review for certain policies that require input from the Office of Legal Affairs, the CA Department of Justice, and the CA Governor's Office, as well as Plaintiffs' counsel and the Office of the Special Master in the Coleman litigation.

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 Director with research and analytical support; negotiating issues with key stakeholders on behalf of the Director; 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 Director the CEA will be assisting in interpreting existing policies and also developing new policies.