

## EDITED KSAPC LISTING

### CLASSIFICATION: ASSOCIATE HEALTH PROGRAM ADVISER

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of CDCR medical, dental and mental health care service programs to promote consistent delivery of quality health care treatment and services in accordance with state and Federal laws and regulations and professional standards.
K2.	Basic knowledge of principles and methods of public administration including organizational and personnel management to develop a cooperative and effective working relationship with internal and external customers/entities.
K3.	Basic knowledge of fiscal management to understand accounting and budget processes to support health care programs.
K4.	Comprehensive knowledge of methods of preparing reports, correspondence and documents to communicate written information to internal/external entities.
K5.	Basic knowledge of research and survey methods to aid in the development and assessment of health care policies and procedures.
K6.	Basic knowledge of methods and principles of health care programs, to promote consistent delivery of quality health care treatment and services in accordance with state and Federal laws and regulations and professional standards.
K7.	Basic knowledge of planning, implementation and evaluating of programs to ensure consistent delivery of quality health care treatment and services in accordance with state and Federal laws and regulations and professional standards.
K8.	Basic knowledge of planning and coordinating programs with local, state and Federal agencies to establish partnerships to promote efficiency and increase effectiveness.
K9.	Basic knowledge of legislative processes to assist in the analysis of proposed legislation that would impact health care programs.
K10.	<b>Basic knowledge of the mission and functions of the CDCR to develop and promote a collaborative and effective working relationship with program staff.</b>
K11.	<b>Basic knowledge of computer applications (MS Office Suite, etc.) to develop reports, correspondence and documents and prepare presentation materials.</b>
K12.	<b>Basic knowledge of mathematical concepts (ratios, percentages, averages, etc.) to assist in the development of statistical analysis and BCP's.</b>
K13.	<b>Basic knowledge of regulatory processes to assist in the development of regulations.</b>

Tasks highlighted in bold text are not currently on the SPB classification specification.

## KSAPC Statements

### **Ability to:**

A1.	Apply health laws and regulations, policies and procedures to ensure program compliance.
A2.	Participate in monitoring and evaluating health care programs and policies to ensure compliance with local, state and Federal laws and regulations and professional standards.
A3.	Gather, organize, and analyze data related to health programs to evaluate the effectiveness of the program or pilot program.
A4.	Analyze program information/data to identify problems and/or recommend alternatives and/or solutions.
A5.	Communicate effectively to provide information to staff, management, and other entities.
A6.	Act as a program liaison with staff in other programs within CDCR to provide information and clarification of health care programs and policies.
A7.	Analyze proposed legislation and determine impact on health care programs.
A8.	Provide consultation and technical assistance to program staff to clarify issues related to correctional health care.
A9.	Serve on task forces, project teams and committees as a DCHCS program representative to facilitate the exchange of information.
A10.	<b>Operate computer applications to facilitate communication, organization, development and tracking of information.</b>
A11.	<b>Apply mathematical concepts to develop statistical analysis and BCP's.</b>

Tasks highlighted in bold text are not currently on the SPB classification specification.