

SH3002 (Rev. 3/22/12)

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date
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Employee Name	Division Forensic Services			
Position No / Agency-Unit-Class-Serial 461-400-7500-002	Unit			
Class Title Deputy Director (CEA Level B)	Location Sacramento			
SUBJECT TO CONFLICT OF INTEREST <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief Deputy Director, the Deputy Director is responsible for the formulation of policies and procedures related to forensic services, including evaluations for Mentally Disordered Offender and Sexually Violent Predator commitments to a state hospital, the Conditional Release Program; Jail-Based Competency Treatment Programs and Admission, Evaluation, and Stabilization Centers for Incompetent to Stand Trial patients and in all aspects of management and supervision of the Forensic Services Division, Department of State Hospitals (DSH).

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40%	Develop, implement, and evaluate policies, procedures, and activities related to the divisions programs which include: the evaluation and assessment of individuals to be referred for Sexually Violent Predator (SVP) or and Mentally Disordered Offender (MDO) commitments to the Department of State Hospital; the Conditional Release Program for community outpatient treatment; and Jail-based Competency Treatment Programs, Admission, Evaluation and Stabilization Centers, Community Outpatient Restoration Programs for the treatment of Incompetent to Stand Trial patients. Identify opportunities to maximize efficiency and effectiveness of and expansion of the division's programs to help facilitate Department of State Hospital's patients access to treatment, as appropriate, in settings other than the state hospitals.
25%	Plan, organize, direct, coordinate and review the work of subordinate Forensic Services Division management and staff in interpreting and implementing policies, procedures, rules and requirements related to the Division's programs. Oversee the management of the division's budget, including personal services, contracts, and fiscal tracking and analysis to ensure that program expenditures are within allocations. Manage and provide direction for the hiring, supervision, training, and performance of qualified staff to implement the division's programs.
15%	Represent the Department of State Hospitals and Forensic Services Divisions programs in a variety of meeting settings, including meeting with Legislators and legislative staff, the Governor's Office, the California Health and Human Services Agency, local government entities, judicial partners and state administrative agencies. Prepare and present testimony to the California Legislature regarding the Divisions programs and budget proposals.
15%	Review and consult with the Director's Office, the Office of Legislation, Legal Office, and the Administrative Services Division, Budget Office, as appropriate on proposed or pending legislation, budget items, legal action and other policy actions with potential impact to the division's programs and associated policies and or operations. Make recommendations for appropriate courses of action related to the division's policies, processes, and regulations.
5%	Perform other duties as required

Other
Information

The California Health and Human Services (CHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. These competencies describe both *what* the most successful CHHS leaders do (e.g., plan and execute, solve problems, and make decisions) and *how* they do it (e.g., through the use of flexibility and interpersonal skills). These competencies are clustered under six CHHS leadership focus areas and all DSH leaders are expected to exemplify these core competencies: Personal Leadership, Communication, Teamwork, Knowledge, Decision Making and Service.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

Incumbent will be held accountable for maintaining the division's expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date