

SH3002 (Rev. 3/22/12)

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date
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Employee Name	Division		
Position No / Agency-Unit-Class-Serial 480-500-7500-002	Unit		
Class Title Executive Director, CEA Level B	Location Napa State Hospital		
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 Director and the Chief Deputy Director of the Department of State Hospitals (DSH), the Executive Director is responsible for the development, organization, and management of a state hospital, and for sustaining a culture of collaboration, accountability, and transparency.

The Executive Director is responsible for policy formation and decision making to ensure the effective operations of a state hospital; provides management and communication interface between the Director's Office and hospital staff and ensures the coordination of the clinical program and administrative operations to positively affect delivery of services in an environment conducive to quality care and treatment of the patients. The Executive Director is a member of the State Hospital's Governing Body and, as its local representative, is authorized to act on behalf of the Governing Body at the facility during the intervals between meetings.

The Executive Director also ensures expenditures are accountable, adhered to or adjusted accordingly, and do not exceed the annual budget allocation; fosters good relationships between the hospital and the community; maximizes opportunities to educate the public and professional community about mental illness, its personal and public impact, and availability of services; and maintains cooperative working relationships with local legislators, other local officials, and their staff.

% 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%	Ensures that the mission of the State Hospital is accomplished through the development of policies and procedures which facilitate and implement laws, State mandates, and Departmental Special Orders that govern the overall operations of the State Hospital; and ensures that the state and federal laws and regulations are consistently met at the highest achievable level of compliance.
20%	Ensures an integrated strategic planning process which is responsive both to the goals and objectives established in DSH to the needs and expectations of internal and external customers; and ensures that the strategic planning processes provide for continuous evaluations and improvement of facility operations through an effective facility-wide performance improvement program. As a member of the Department's Executive Team, the Executive Director has system-wide responsibilities for the State Hospitals performance improvement.
20%	Effectively manages the human, physical, financial, and information resources within the annual budget allocation; ensures that strategic planning objectives and priorities are considered in the annual budget development; and negotiates with the California Department of Corrections and Rehabilitations (CDCR) and the Department to ensure that the State Hospital has adequate resources to meet its goals and objectives.
20%	Positively represents the State Hospital and DSH; maintains positive relationships between the State Hospital and CDCR; fosters good relationships between the facility and the community; maximizes opportunities to educate the public and professional community about mental illness, its personal and public impact, and the availability of services; and coordinates projects with CDCR management, local government officials, advisory groups, volunteer associations, professional groups, and others to meet program goals and objectives.

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 program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to be designated in our agency conflict-of-interest code to file a Statement of Economic Interest (Form 700). Your assuming office statement is due within 30 days of Assuming Office, Annually and within 30 days of Leaving Office. The Annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about March 31 of each year. The statements must be submitted to the DSH-Napa Filing Officer. These statements are public access documents. You will receive reminders from the DSH-Napa Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the DSH-Napa Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the DSH-Napa Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the DSH-Napa Filing Officer.

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