DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of
State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Forensic Services			
Position No / Agency-Unit-Class-Serial	**Unit**			
Class Title Staff Services Analyst	**Location** DSH-Patton			
Subject to Conflict of Interest ☒Yes ☐No	**CBID**	**Work Week Group:**	**Pay Differential**	**Other**

Under the supervision of the Staff Services Manager I/II, the Staff Services Analyst (SSA) performs the work of average difficulty in a wide variety of technical analytical staff services assignments such as preparing reports, analyze data, and present ideas and recommendations on procedures, policies, and program alternatives effectively. The SSA is responsible for reviewing and analyzing proposed legislation and advises management on the potential impact, makes decisions on transactions of average complexity, prepares correspondence, monitor, track and initiate court commitment Forensic Reports. Responsible for cross training and the ability to fully process all duties outlined in all desk procedures. Must be able to read and interpret California Penal Code; Welfare and Institution Code; Case Law and Court Orders.

% 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%	<u>Tracking</u> **To have responsibility for the monitoring, the accuracy, and timeliness of maximum commitment dates and progress report due dates for all hospital commitment types.** Court report admission/discharge documents and court orders with supervision. Track court dispositions by contacting Superior Courts, District Attorneys and Defense Attorneys. Performs the analysis and interpretation of court orders and recognize and correct discrepancies. Ensure proper service, tracking, research, and information provided to ensure that accurate metrics are provided to Sacramento and the Department of Finance. Coordinate, process and assist forensic/medical staff in submitting the proper certifications. Serve as a liaison between the court and hospital staff.
30%	<u>Forensic Reports</u> **Reason logically, creatively and utilize a variety of analytical techniques to track the assignments of Forensic Evaluators and processing of Forensic Reports**. Under direction, review forensic reports for submission to the Superior Court, District Attorneys, and Defense Attorneys in a timely manner. Knowledge

	of different types of forensic evaluations and the ability to obtain, scan, and copy records from multiple sources.
15%	Involuntary Medication Procedures **Under direction, coordinate patient involuntary medication hearings. May perform as the liaison between the hospital and Department of State Hospital's (DSH's) Legal Division for any requests for involuntary medication petitions.** Process all required certification and legal documentation to provide to DSH's Legal Division in the timelines as outlined by DSH Legal Division, while maintaining an accurate and detailed database of patient names and information, hearing dates, and outcomes. Under direction, coordinate the service of involuntary medication petitions and any supporting documentation on the patient as directed by DSH's Legal Division and ensures all proofs of service are timely returned to DSH's Legal Division. Assists in coordinating the procedure for identifying, referring, filing and providing follow up for all patients who meet criteria for involuntary psychiatric medications. Provide a comprehensive monthly report to Sacramento's Data Management Unit. Analyze the data being tracked and provide analytics regarding the current trends. Write memos, letters, and correspondence to communicate with internal and external audiences. Complete various forms and documents related to program or project activities. Create forms and documents to collect and/or provide information related to various program or project activities. Develop and edit instructional materials to clarify procedures such as work standards, project parameters, office procedures, and computer operations.
15%	Inter-hospital Transfer **To have responsibility for developing, implementing, and maintaining tracking databases for case management and monitoring of patients referred to other state hospitals for transfer.** Under direction, manage and monitor the transfers between state hospitals. Liaison with other state hospitals regarding transfer coordinator duties. Liaison with Executive Team members regarding appropriate recommendations for immediate transfers of high-risk patients. Under supervision, serves on statewide committees regarding inter-hospital transfers to provide continual evaluation and processing of appropriate referrals. Under direction, will formulate statewide procedures and policies pertaining to inter-hospital transfers.
Other Information	**KNOWLEDGE OF:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

ABILITY TO:
Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team conference leader; and appear before legislative and other committees. Work in the Secure Treatment Area (STA).

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION
Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Knowledge of commitment Penal Codes (PC) and Welfare and Institution Codes (WIC) for DSH-Patton patient population
- Understanding of DSH-Patton's admission and discharge policies and procedures
- Ability to coordinate with courts and outside agencies
- Ensure adherence of federal, state and hospital policies
- Issues and cases that are not routine procedure are to be elevated to the Forensic Services Manager
- Adhere to hospital dress code, be punctual and have good attendance.

TECHNICAL PROFICIENCY (SITE SPECIFIC) –

- Exercise self-motivation and the ability to meet established deadlines
- Ability to multitask and handle both systemic and detailed work in an organized and tactful manner
- Ability to process information quickly, accurately and objectively
- Proficient in Word, Excel, Outlook, PowerPoint. Use spreadsheet software to create, compile, compute, organize, and present data and statistics for use in reports and other tracking activities.

WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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 2/22/22