

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Director's Office		
Position No / Agency-Unit-Class-Serial 461-503-5393-902		Unit Office of Human Rights		
Class Title Associate Governmental Program Analyst (Retired Annuitant)		Location Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID	Work Week Group:	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions The Associate Governmental Program Analyst (AGPA) functions under the general direction of the Office of Human Rights (OHR) Chief and the direct supervision of the Staff Service Manager I (SSM I). The AGPA serves as an Equal Employment Opportunity (EEO) Coordinator assigned to various tasks Statewide. The primary responsibilities include processing requests for reasonable and religious accommodations, conducting EEO intake, processing and tracking EEO inquiries, and providing EEO guidance to staff, supervisors, and managers. This position allows for some telework and will require in-person attendance at the Department of State Hospitals – Napa when requested by OHR management.				
% 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.)			
50%	Serve as a Reasonable Accommodation Coordinator to review, evaluate, and process all disability and religious based reasonable accommodation requests. Engage in the interactive process with employees, their healthcare providers, and management in a timely manner, and ensure effective implementation of approved reasonable accommodations. Provide and coordinate ongoing training and guidance on the RA process to employees, supervisors, and managers.			
40%	Responsible for meeting with employees and management on all EEO related matters/inquiries to provide guidance and resource information. Communicate with DSH team members via email, telephone, video conference and in-person. When applicable work with employees and management to resolve EEO concerns at the lowest level possible. If EEO concerns cannot be resolved/addressed and require an EEO investigation, provide detailed information to the assigned EEO Manager to facilitate a comprehensive investigation if applicable. As needed, refer individuals to the appropriate division within DSH if concerns are outside EEO/OHR jurisdiction. Maintain a detailed tracking log of all communications and EEO inquiries with staff and management, and any remedies agreed to if applicable			
10%	Participate in various OHR internal workgroups. Conduct EEO presentations and training to staff as needed. Provide input regarding EEO related legislation and policies.			

Other Information	<p>DSH is committed to creating a diverse working environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, disability/medical condition, age, military or veteran status, or political affiliation.</p> <p>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. Some of the essential functions of this position may be performed via telework and/or with some flexible scheduling. Consistent with DSH Policy Directive 5338, telework may be considered with prior approval from management.</p> <p>Although the ability to telework may be granted, incumbent must be available to report two days per week minimum to DSH-Napa and attend in-person mandated trainings and essential meetings. Travel to Sacramento or other hospitals and various locations when required for staff meetings, training, etc. Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Incumbent may be expected to attend in-office or face to face meetings, and/or may minimally travel throughout California as needed, with prior notice. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom and other virtual platforms is required.</p> <p>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).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="394 1472 945 1507">_____ Employee's Signature</div> <div data-bbox="1208 1472 1474 1507">_____ Date</div> </div> <p style="margin-top: 20px;">I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="394 1875 945 1911">_____ Supervisor's Signature</div> <div data-bbox="1208 1875 1474 1911">_____ Date</div> </div>
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