

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 3/22/12)

		RPA Control No.#	C&P Analyst Approval FA	Date 4/14/2023
Employee Name		Division Administration		
Position No / Agency-Unit-Class-Serial 487-543-5157-xxx		Unit Human Resources		
Class Title Staff Service Analyst		Location Human Resources		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL N/A	SCHEDULE Monday through Friday 8:00 am to 4:30

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

Under the general supervision of the Director of Human Resources (HR) and/or the Personnel Officer, the Staff Services Analyst provides administrative support to the Human Resources Department with a high degree of self-initiative and independence. May also provide support to the HR reception staff, as needed.

% 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.)
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ESSENTIAL FUNCTIONS

Provides overall support to the Human Resources Management staff as needed, specifically performing the following:

PERSONNEL:

45%

- Primary Custodian of Records (COR) for the Department of Justice (DOJ) system and pull live scan clearances daily; provide clearances as appropriate
- Work with Contract Managers on Live scan clearances for Contractors, Students and volunteers
- Gather statistical data as needed for various reports; analyze data and provide status updates via pie charts and graphs in excel. Consult with HR Director and/or Management team regarding information as needed.
- Ability to automate repetitive tasks using Microsoft 365 Office Suite
- Ability to mail merge documents for correspondence
- Collect and provide daily DSH-M absentee report to HQ
- Draft memos/letters for the Human Resources Director (HRD) or Personnel Officer's (PO) signature
- Monitor physical clearances provided by Employee Health for HRD signature approval
- Alternate Point of Contact (POC) for Drug Screening Database; provide access to other staff to facilitate pre-employment drug screening as needed for sensitive positions.
- Alternate POC for E-verify system
- Establish and maintain tracking logs for various projects as assigned

45%

- Draft Incident Review Committee (IRC) communication to program management and employees after IRC Meetings; maintain IRC tracking log
- All staff SharePoint site Coordinator
- Track Licenses and work with LR staff as needed
- Provide communication to unlicensed staff (Clinical Social Workers and Rehab Therapists) regarding timeframes to obtain licensure, track appropriately
- Prepare, type, proofread, duplicate, route or mail various confidential and routine correspondence, form letters, forms, documents, rough draft materials, etc.
- Independently advise managers of procedures and provide them with data and materials necessary
- Answer and screen incoming telephone calls which are confidential and/or routine; take messages and distribute to appropriate staff person or office; search and obtain requested information and return to caller
- Mail: collect, screen and route all routine and confidential mail for the HRD and re-route as appropriate.
- Track and ensure compliance with all employees Individual Development Plans and Probation Reports
- Maintain all Human Resources Official Personnel files
- Human Resources Office Timekeeper
- Communicate with all levels of staff with a high degree of professionalism and independence

5%

MARGINAL FUNCTIONS

- Schedule and maintain calendar for office staff
- Notetaker for HR Manager Meetings
- Arrange and schedule various meeting, conferences, and book meeting rooms
- Gather statistical information and complete bi-annual Governing Body Reports for HRD review
- Facilitate requests for employee 25-year awards, Retirement award, etc.
- DSH-M Form 700 Coordinator
- Provide assistance to HR reception staff as needed

5%

ALL OTHER DUTIES AS DEEMED APPROPRIATE FOR THIS CLASSIFICATION

<p>Other Information</p>	<p>SUPERVISION RECEIVED Under the direction of the Human Resources Director and/or the Personnel Officer.</p> <p>SUPERVISION EXERCISED N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u> Works independently, maintains confidentiality of verbal and written communication; modern office methods, supplies and equipment, business English and correspondence; advanced computer skills; advanced proficiency with Microsoft Office 365 Suite; typing proficiency; performs difficult clerical work, spell correctly, uses good English and mathematics; follows verbal and written communication; evaluates situations accurately and take effective action; meet an deal tactfully with the public; have and use initiative, courtesy, tact, and patience in relating to both staff and public; apply specific laws, rules, policies/procedures, prepares correspondence independently; communicate effectively both verbally and in writing.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>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.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification</p> <p>SITE SPECIFIC COMPETENCIES Ability to work with all levels of staff. Excellent communication skills, both verbal and written. Ability to multi-task in a high paced working environment.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC) Applies and demonstrates advanced knowledge of: Microsoft Office 365 Suite, including SharePoint.</p> <p>LICENSE OR CERTIFICATION - not applicable</p> <p>TRAINING - Training Category = Type II General The employee is required to keep current with the completion of all required</p>
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training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Training provided during new employee orientation and annually during HAU.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

All employees are required to have an annual Tuberculin Screening Test (TST) and additional screenings whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

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 always maintain confidentiality.

The Department of State Hospitals provides support services to facilities operated within the Department. Required to provide consistent and exceptional customer service to internal and external customers.

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

State of California
DUTY STATEMENT



SH3002 (Rev. 3/22/12)

		RPA Control No.#	C&P Analyst Approval FA	Date 4/14/2023
Employee Name		Division Administration		
Position No / Agency-Unit-Class-Serial 487-543-5393-808		Unit Human Resources		
Class Title Associate Governmental Program Analyst		Location Human Resources		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL N/A	SCHEDULE Monday through Friday 8:00 am to 4:30

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

Under the general direction of the Human Resources Director (SSM III) Director and/or the Personnel Officer (SSM II), the Associate Governmental Program Analyst is assigned to the more complex HR projects and assignments with the ability to perform with a high degree of self-initiative and independence. May also provide support to the HR reception staff, as needed.

% 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.)
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ESSENTIAL FUNCTIONS

Provides overall support to the Human Resources Management staff as needed, specifically performing the following:

PERSONNEL:

45%

- Primary Custodian of Records (COR) for the Department of Justice (DOJ) system; pull live scan clearances daily; provide clearances as appropriate
- Facilitate Administrative Directive (A.D) HR policy revisions to correspond with DSH-S Policy Directives
- Work with Contract Managers on Live scan clearances for Contractors, students and volunteers
- Gather statistical data as needed for various reports; analyze data and provide status updates via pie charts and graphs in excel. Consult with HR Director and/or Management team regarding information and provide recommendations or solutions to issues as identified.
- Ability to automate repetitive tasks using Microsoft 365 Office Suite
- Ability to mail merge documents for correspondence
- Collect and provide daily DSH-M absentee report to HQ
- Draft memos/letters for the Human Resources Director (HRD) or Personnel Officer's (PO) signature
- Monitor physical clearances provided by Employee Health for HRD signature approval

45%

- Alternate Point of Contact (POC) for Drug Screening Database; provide access to other staff to facilitate pre-employment drug screening as needed for sensitive positions.
- Alternate POC for E-verify system
- Establish and maintain tracking logs for various projects as assigned
- Draft Incident Review Committee (IRC) communication to program management and employees after IRC Meetings; maintain IRC tracking log
- All staff HR SharePoint site Coordinator
- POC for CDPH Licensing and Joint Commission and interact with surveyors regarding OPF inquiries
- Track Licenses and work with LR staff as needed for compliance
- Provide communication to unlicensed staff (Clinical Social Workers and Rehab Therapists) regarding timeframes to obtain licensure; track appropriately
- Prepare, type, proofread, duplicate, route or mail various confidential and routine correspondence, form letters, forms, documents, rough draft materials, etc.
- Independently advise managers of policy and procedures and provide them with data and materials necessary as requested
- Answer and screen incoming telephone calls which are confidential and/or routine; take messages and distribute to appropriate staff person or office; search and obtain requested information and return to caller
- Mail: collect, screen, and route all routine and confidential mail for the HRD and re-route as appropriate.
- Track and ensure compliance with all employees Individual Development Plans and Probation Reports
- Maintain all Human Resources Official Personnel files
- Human Resources Office Timekeeper
- Communicate with all levels of staff with a high degree of professionalism and independence

MARGINAL FUNCTIONS

5%

- Schedule and maintain calendar for office staff
- Notetaker for HR Manager Meetings
- Arrange and schedule various meeting, conferences, and book meeting rooms
- Gather statistical information and complete bi-annual Governing Body Reports for HRD review
- Facilitate requests for employee 25-year awards, Retirement award, etc.
- DSH-M Form 700 Coordinator
- Provide assistance to HR reception staff as needed
- Oversee and facilitate DMV confidentiality requests

ALL OTHER DUTIES AS DEEMED APPROPRIATE FOR THIS CLASSIFICATION

5%

**Other
Inform-
ation**

SUPERVISION RECEIVED

Under the general direction of the Human Resources Director and/or Personnel Officer

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

Works independently, maintains confidentiality of verbal and written communication; modern office methods, supplies and equipment, business English and correspondence; typing proficiency; performs difficult clerical work, spell correctly, uses good English and mathematics; follows verbal and written communication; evaluates situations accurately and take effective action; meet an deal tactfully with the public; have and use initiative, courtesy, tact, and patience in relating to both staff and public; apply specific laws, rules, policies/procedures, prepares correspondence independently; communicate effectively both verbally and in writing.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

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 enables the employee to work effectively.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

Ability to work with all levels of staff. Excellent communication skills, both verbal and written. Ability to multi-task in a high paced working environment.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Applies and demonstrates advanced knowledge of Microsoft Windows 365 Suite, including SharePoint.

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LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required

training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Training provided during new employee orientation and annually during HAU.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

All employees are required to have an annual Tuberculin Screening Test (TST) and additional screenings whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

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.

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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