## **DUTY STATEMENT**

elework Eligible:
Position Number:
Specify Language:
related to specific tasks, methodologies, materials, mely manner; and to adhere to departmental policies acluding those outlined in the Health Administrative collaboration and connection, essential functions are ark Program and pursuant to an approved Telework

DHCS 2388 (Revised 07/2025)

State of California – Health and Human Services Agency	Department of Health Care Service
Job Summary (cont):	
The duties contained in this job description reflect general detail	s as necessary to describe the principal

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

DHCS 2388 (Revised 07/2025)

State	of Califor	mia – Hea	Ith and	Human	Services	Agency
olale	oi Cailloi	ша – п <del>с</del> а	illi and	numan	Services	Agency

Department of Health Care Services

Description of Duties:		
% of Time	Essential Functions	

State	of Califor	mia – Hea	Ith and	Human	Services	Agency
olale	oi Cailloi	ша – п <del>с</del> а	illi and	numan	Services	Agency

Department of Health Care Services

Description of Duties:		
% of Time	Essential Functions	

Description of Duties			
% Of Time	Essential Functions		
% Of Time	Marginal Functions		

State of California – Health and Human Services	Agency Department of Health C	are Services
Supervision Received:	by the (enter supervisor classificat	ion):
! <u></u> .	☐ Non-Supervisory Classification / None Analytical Staff ☐ Technical Supervisory Staff ☐ Manageri	Staff
Special Requirements:  ☐ Medical Evaluation /Clearance ☐ Typir ☐ Background Check / Finger Printing Clearan ☐ Valid Professional License (please specify):		
Desirable Qualifications:		
Working Conditions (Check all that apply): Prolonged Periods of: □ Standing □ Sitting □ Kneeling □ Ben	Travel May be Required	
Requires Lifting of Heavy Objects up to:		
Acknowledgements:		
<b>Human Resources Acknowledgement:</b> The Huduty statement.	uman Resources Division has reviewed and ap	oproved this
Analyst Name:	Analyst Signature:	Date:
Employee Acknowledgement: I have discusse received a copy of this duty statement.	ed with my supervisor the duties of the position	and have
Employee Name:	Employee Signature:	Date:
<b>Supervisor Acknowledgement:</b> I certify this du essential functions of this position. I have discus provided the employee a copy of this duty staten	ssed the duties of this position with the employ	
Supervisor Name:	Supervisor Signature:	Date:



## **DHCS Office Locations**

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)		
Sacramento, CA	DHCS East End Complex, Sacramento,	
	CA 95814	
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA,	
	94102	
Richmond, CA	850 Marina Bay Parkway, Richmond, CA,	
	94804	

Central CA		
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720	

Southern CA		
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA	
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707	
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA,	
	91730	
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA,	
	91504	
San Diego, CA	7575 Metropolitan Drive, San Diego, CA,	
	92108	

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.