

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 Community Forensic Partnerships Division		
Position No / Agency-Unit-Class-Serial 461-440-5393-706	Unit Competency and Stabilization Unit		
Class Title Associate Governmental Program Analyst	Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential N/A
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Staff Services Manager I (SSM I), the Associate Government Program Analyst is responsible for a variety of complex assignments including fiscal support and trend analysis, program operations support and policy development for the Jail-Based Competency Treatment (JBCT) Programs, Early Access to Stabilization Services (EASS) Programs, and Admission, Evaluation, and Stabilization (AES) Centers.			
Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).			
% 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%	• Provide technical support in the planning, implementation, and oversight of competency restoration services through state-administered contracts for the JBCT, AES, and EASS Programs including assisting in the negotiation of new contracts and contract renewals and outreach to county stakeholders. Serves as a liaison between DSH and program staff in relation to program implementation. Provides ongoing technical assistance to custody and clinical staff on the JBCT, AES, and EASS Program components and requirements. Provides support to program staff in completing requested data reports. • Assist the Chief Psychologist, Assistant Chief Psychologists, SSM II, and SSM I in identifying, analyzing and responding to issues related to program implementation and compliance. • Perform independent analysis of fiscal and programmatic data in support of the JBCT, AES, and EASS budget. • Coordinate with the Department's Technology Services Division and the JBCT, AES, and EASS contractors to facilitate the electronic transmission of documents via the secure file transfer system, WatchDox. • Provide back-up support for master listserv and as the point-of-contact for JBCT, AES, and EASS programs. Provide back- up support for weekly stakeholder calls, program activation teleconferences,		

	maintenance of weekly JBCT and EASS tracker and placement evaluation tracker for all programs. • Provide support for processing JBCT, AES, and EASS contracts, 1152s, contract renewals, and invoices in accordance with departmental practices to ensure correct billing amounts, coding, and receipt of source documents. • Draft, update, and prepare JBCT contract scope of work documents, including contract deliverables and budget detail. Prepare and track contract renewal and amendment packets and review and validate contract budget costs. • Evaluate complex program monthly expenditures and monitor the fiscal status of all JBCT, AES, and EASS program budget allotments and reconcile appropriations with expenditures and funds available. • Independently review complex Administration Division reports to ensure accuracy and update information.
30%	• Develop caseload estimates and budget change proposals for the JBCT and EASS Programs and AES Centers which includes, but is not limited to, coordinating with departmental research staff to forecast JBCT, AES, and EASS population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations, and proposed budget changes. • Perform independent analysis of fiscal and programmatic data in support of the JBCT, AES, and EASS budget. Drafts responses on behalf of the division to inquiries from the Department's Budget and Financial Forecasting Unit, California Health and Human Services Agency, Department of Finance, and/or Legislative Analyst's Office. • Develops and sends notifications of new JBCT and EASS program contracts and activations for purposes of distribution to the Department of Finance and legislative stakeholders. • Manage and coordinate the Publics Records Act (PRA) requests specific to the JBCT, AES, and EASS programs, including compilation of requested information and development of proposed response.
15%	• Review JBCT, AES, and EASS site visit logs at least quarterly. • Oversee the procurement and execution of the Patients' Rights Advocate contract for the JBCT, AES, and EASS programs. Once in place, act as the contract manager for this contract, monitoring effectiveness, future amendments needed as expansions occur, and process invoices received. • Coordinate and draft new and revised program fiscal policy and procedures and fiscal-related forms. • Review all program travel expense claims and travel expense adjustments.

5%	Other duties as needed.
Other Information	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 work hours for this position will be set sometime between 7:30 am and 5:30 pm Monday through Friday. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be graphic or explicit in nature and is expected to maintain confidentiality at all times. Additionally, due to the nature of the workload within this division, the incumbent may be exposed to sensitive data or information that is explicit or graphic. 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. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Travel is required approximately up to 10% of the time. 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

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	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Community Forensic Partnerships Division			
Position No / Agency-Unit-Class-Serial 461-440-5157-XXX	Unit Competency and Stabilization Unit			
Class Title Staff Services Analyst	Location Sacramento			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential N/A	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst is responsible for assisting a variety of complex assignments including fiscal support and trend analysis, program operations support and policy development for the Jail-Based Competency Treatment (JBCT) Programs, Early Access to Stabilization Services (EASS) Programs, and Admission, Evaluation, and Stabilization (AES) Centers.				
Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).				
% 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%	- Under supervision, the SSA will provide technical support in the planning, implementation, and oversight of competency restoration services through state-administered contracts for the JBCT, AES, and EASS Programs including assisting in the negotiation of new contracts and contract renewals and outreach to county stakeholders. Serves as a liaison between DSH and program staff in relation to program implementation. Assist with providing ongoing technical assistance to custody and clinical staff on the JBCT, AES, and EASS Program components and requirements. Provides support to program staff in completing requested data reports. - Assist the CSU Associate Governmental Program Analysts and SSM I in identifying, analyzing and responding to issues related to program implementation and compliance. - Under supervision, perform analysis of fiscal and programmatic data in support of the JBCT, AES, and EASS budget. - Assist with coordinating with the Department's Technology Services Division and the JBCT, AES, and EASS contractors to facilitate the electronic transmission of documents via the secure file transfer system, WatchDox. - Assist in providing back-up support for master listserv and as the point-of-contact for JBCT, AES, and EASS programs. Provide back- up			

	support for weekly stakeholder calls, program activation teleconferences, maintenance of weekly JBCT and EASS tracker and placement evaluation tracker for all programs. • Under supervision, provides support processing JBCT, AES, and EASS contracts, 1152s, contract renewals, and invoices in accordance with departmental practices to ensure correct billing amounts, coding, and receipt of source documents. • Assist with drafting, updating, and preparing JBCT contract scope of work documents, including contract deliverables and budget detail. Prepare and track contract renewal and amendment packets and review and validate contract budget costs. • Evaluate the less complex program monthly expenditures and monitor the fiscal status of JBCT, AES, and EASS program budget allotments and under supervision, reconcile appropriations with expenditures and funds available. • Under supervision, review the less complex Administration Division reports to ensure accuracy and update information.
30%	• Assist with developing caseload estimates and budget change proposals for the JBCT and EASS Programs and AES Centers which includes, but is not limited to, coordinating with departmental research staff to forecast JBCT, AES, and EASS population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations, and proposed budget changes. • Under supervision, perform analysis of fiscal and programmatic data in support of the JBCT, AES, and EASS budget. Assist with drafting responses on behalf of the division to inquiries from the Department's Budget and Financial Forecasting Unit, California Health and Human Services Agency, Department of Finance, and/or Legislative Analyst's Office. • Assist with developing and sending notifications of new JBCT and EASS program contracts and activations for purposes of distribution to the Department of Finance and legislative stakeholders. • Under supervision, manage and coordinate the Publics Records Act (PRA) requests specific to the JBCT, AES, and EASS programs, including compilation of requested information and development of proposed response.
15%	• Assist in reviewing JBCT, AES, and EASS site visit logs quarterly. • Assist with the procurement and execution of the Patients' Rights Advocate contract for the JBCT, AES, and EASS programs. Once in place, assist the contract manager for this contract, monitoring effectiveness, future amendments needed as expansions occur, and process invoices received.

	• Assist in coordinating and drafting new and revised program fiscal policy and procedures and fiscal-related forms. • Review all program travel expense claims and travel expense adjustments.
5%	Other duties as needed.
Other Information	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 work hours for this position will be set sometime between 7:30 am and 5:30 pm Monday through Friday. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be graphic or explicit in nature and is expected to maintain confidentiality at all times. Additionally, due to the nature of the workload within this division, the incumbent may be exposed to sensitive data or information that is explicit or graphic. 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. This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Travel is required approximately up to 10% of the time. 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
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