

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA # 23-061	C&P Analyst Approval	Date
Employee Name		Division Clinical Operations Division		
Position No / Agency-Unit-Class-Serial 461-506-5393-710		Unit Clinical Support Unit		
Class Title Associate Governmental Program Analyst		Location DSH-Sacramento		
Subject to Conflict of Interest ☐ Yes ☐ No		CBID	Work Week Group:	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Clinical Support Unit Staff Services Manager I (SSM I), the incumbent will effectively and efficiently perform a wide variety of the more responsible, varied, and complex technical and analytical services for the three branches within the Clinical Operations Division (Clinical Innovation & Technology, Clinical Research & Program Implementation, and Medical & Psychiatric Services) in support of the State hospitals' clinical operations (e.g. electronic health record project, patient safety activities, patient waitlist, clinical continuing education). The incumbent will provide contract management, facilitation, and other project and administrative services.				
% 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%	Independently provides the more responsible, varied, and complex technical and analytical services in support of the division's three branches, including sensitive departmental and program issues; researches background information; reviews information and makes recommendations involving potential impact on projects or issues affecting departmental programs; conducts analytical studies for the division leadership team of clinical services or services provided to clinical staff; identifies and implements alternative solutions.			
30%	With minimal supervision, prepares division contracts and purchase requisitions; serves as a contract manager in support of the division. Provides total program evaluation for contracts.			
20%	Consults with other divisions as the Clinical Operations liaison, collaborating on technical and administrative projects with clinical impacts, including but not limited to clinical policy. Facilitates and performs other administrative duties as assigned, such as workgroup support and clinical continuing education.			
10%	Assists in the preparation of budget change proposals; performs special projects and other duties as required.			
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 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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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.

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

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