

State of California  
**DUTY STATEMENT**



California Department of  
**State Hospitals**

SH3002 (Rev. 02/2020)

RPA Control No.#		C&P Analyst Approval FA		Date 1/26/2026
<b>Employee Name</b>		<b>Division</b> Department of State Hospitals-Metropolitan		
<b>Position No / Agency-Unit-Class-Serial</b> 487-561-5393-800		<b>Unit</b> Department of Protective Services		
<b>Class Title</b> Analyst II		<b>Location</b> Department of Protective Services		
<b>SUBJECT TO CONFLICT OF INTEREST</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> <b>R01</b>	<b>WORK WEEK GROUP</b> <b>2</b>	<b>PAY DIFFERENTIAL</b>	<b>OTHER</b>

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Supervisor I or designee, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class.

% 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.)
	<b><u>ESSENTIAL FUNCTIONS</u></b>
45%	<p>Review, research, analyze, interpret, and assist in developing procedures related to Department of Protective Services, Office of Protective Services, and Metropolitan State Hospital that apply specifically to the operations of training, human resources, reports, and analytical projects.</p> <p>Serve as project representative to ensure that specific tasks are performed in accordance with Department of State Hospital (DSH) Administrative policies and procedures. This includes assisting with development of department-wide procedures to assist in weekly, monthly, annually, and multi-year reporting requirements.</p> <p>Work closely with management to evaluate quality assurance systems based on summary reports produced by the evaluation of data, patterns, and trends, identifying areas for improvement and providing recommendations for system improvements.</p>
30%	<p>Provide management and state hospital staff members with assistance on a variety of law enforcement issues as they arise related to training, human resources, systems tracking, and analytical data.</p> <p>Assists in the development and maintenance of desk manuals, guidelines, memorandum and other forms of written communication and job aids to assist DPS staff members with maintaining compliance with training requirements, law enforcement general orders and procedures, and DSH statewide policies and procedures.</p> <p>Analyze, evaluate, update, and disseminate policies and procedures.</p>

20 %	<p>Attend and participate in various meetings related to training, policy and procedural issues. Maintain and enhance knowledge of current criminal and administrative laws, rules, policies, programs, and practices.</p> <p>Type correspondence, memos, forms, and various office documents and reports that include but are not limited to, news releases, police reports, annual budget, department policies, monthly and annual reports. Preparation, coordination and distribution of agendas, minutes, and materials for meetings.</p> <p>Maintain confidential and departmental files, including correspondence, minutes, hospital and departmental policies and procedures.</p> <p>Sorts, assembles, copies, files, processes and forwards any documents as required or directed.</p> <p>Answer telephone calls and distribute or route messages.</p> <p>Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested.</p> <p>Receives, sorts, and promptly distributes incoming and outgoing mail.</p> <p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>5 % All other duties and special projects as assigned consistent with this classification. Provide back-up coverage for front office as needed.</p>
Other Information	<p><b>SUPERVISION RECEIVED</b> Under the direction of the Supervisor I or designee</p> <p><b>SUPERVISION EXERCISED</b> N/A</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>Knowledge of:</b> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><b>Ability to:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.</p> <p>To speak and write effectively.</p>

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To perform complex analytical work.  
To perform program research and policy analysis.  
To foster cooperation and interaction with departmental staff. To  
utilize/learn new computer applications and programs  
To be well organized.  
To work with independently and as a team player.

**SPECIAL REQUIREMENT**

**Ability to:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

**REQUIRED COMPETENCIES**

**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized 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**

- Records Management System
- Lenel Management System
- Olympus Dictation Management System
- Policy Management System

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Interpret, analysis, and compile complex data
- Office Suite to include:
  - Word
  - Excel
  - PowerPoint
  - Publisher
  - Outlook

**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)**

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Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**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 health review and repeat health reviews 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.

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.

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