

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

| | | RPA # | C&P Analyst Approval | Date | |
|---|---|--|---------------------------|-------------------------|--------------|
| Employee Name Vacant | | Division Legal | | | |
| Position No / Agency-Unit-Class-Serial 461-301-5393-702 | | Unit Records Coordination Unit | | | |
| Class Title Analyst II | | Location Sacramento | | | |
| Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | CBID R01 | Work Week Group: 2 | Pay Differential | Other |
| Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Supervisor II, the Analyst II is the department's Public Records Act coordinator, responsible for analyzing and coordinating Public Records Act responses and providing complex and critical systems administration and recommendations for the Legal Division and DSH management. | | | | | |
| % 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% | Receives, processes, oversees, and coordinates the collection of information to respond to Public Records Act (PRA) requests. Participate in PRA-related meetings. Consult with and advise administrators regarding PRA requests. Independently analyze and appropriately redact confidential, personal and HIPAA protected information from PRA responses. Seek legal advice regarding PRA responses from LD attorneys. Ensure accuracy in tracking and timeliness in maintaining compliance with the PRA. Continually maintain GovQA, an electronic database, with case status updates. Serve as an administrator of the department's Public Records Management system. | | | | |
| 25% | Assists the Subpoena Coordinator with subpoena coordination functions including receive and analyze subpoenas for legal sufficiency and for appropriate delegation authority for acceptance. Distribute subpoenas to appropriate division and coordinate responses. Contact requestor to narrow scope of subpoena, if applicable. Independently analyze and redact documents as necessary. Seek legal advice regarding subpoena responses from Legal Division (LD) attorneys. Transmit responsive documents. Maintain GovQA, an electronic tracking system. Prepare legal documents including, but not limited to, Proofs of Service. | | | | |
| 20% | Coordinates PRA responses with the Office of communications in the event of high-profile or media requests. Develop reports and analyzes case data for use in a variety of management functions including, but not limited to, support for budget proposals. Conducts and leads PRA-related meetings. Handles confidential bargaining information such as bargaining proposals/counter proposals and information that constitutes information regarding the thought processes or rationale underlying managerial decisions. | | | | |

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| <p>5%</p> | <p>Create and maintain procedures, templates, job tools and other process documentation to improve and ensure consistency of work product. Research and prepare internal trainings to present to division and hospital staff. Other tasks and projects as assigned by the Supervisor II, Manager II, Deputy Chief Counsel, and Chief Counsel.</p> |
| <p>Other Information</p> | <p>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.</p> <p>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.</p> <p>This position will report 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. In-office work requirements for new employees may increase during the first thirty (30) days of employment based on training needs.</p> <p>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).</p> <p>_____</p> <p>Employee's Signature Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature Date</p> |

DUTY STATEMENT
DSH3002 (Rev. 11/2022)



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| | | RPA # | C&P Analyst Approval | Date | |
|---|---|--|---------------------------|-------------------------|--------------|
| Employee Name Vacant | | Division Legal Division | | | |
| Position No / Agency-Unit-Class-Serial 461-301-5157-702 | | Unit Records Coordination Unit | | | |
| Class Title Analyst I | | Location Sacramento | | | |
| Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | CBID R01 | Work Week Group: 2 | Pay Differential | Other |
| Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the supervision of the Supervisor II, the Analyst I in the Records Coordination Unit, is responsible for analyzing and gathering Public Records Act and subpoena records and responses for the Legal Division (LD). | | | | | |
| % 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% | Coordinates with the Public Records Act (PRA) Coordinator with PRA coordination functions including receiving, processing, overseeing, and coordinating the collection of information to respond to PRA requests. Participate in PRA-related meetings. Under supervision seeks legal advice regarding PRA responses from LD attorneys. Ensure accuracy in tracking and timeliness in responding to PRA's. Helps maintain GovQA, an electronic database, with case status updates. | | | | |
| 25% | Coordinates with the Subpoena Coordinator with subpoena coordination functions including receive and analyze subpoenas for legal sufficiency and for appropriate delegation authority for acceptance. Distribute subpoenas to appropriate division and coordinate responses. Under supervision contacts requestor to narrow scope of subpoena, if applicable. Under supervision seek legal advice regarding subpoena responses from LD attorneys. Assists with transmitting responsive documents. Helps with maintaining GovQA, an electronic tracking system. Assists in preparing and reviewing legal documents including, but not limited to, Proofs of Service. | | | | |
| 20% | Under supervision prepares PRA responses. Coordinates with the department communications assistant director in the event of high-profile or media requests. Assists in developing reports through GovQA for use in a variety of management functions including, but not limited to, support for budget proposals. Participates in PRA-related meetings. Is responsible for handling and maintaining confidential information. | | | | |

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| <p>10%</p> | <p>Under supervision works alongside the PRA and Subpoena Coordinators in creating and maintaining procedures, templates, job tools and other process documentation to improve and ensure consistency of work product. Assists in conducting the research and preparation of internal trainings to present to division and hospital staff. Helps with other tasks and projects as assigned by the Manager II, Supervisor II, Deputy Chief Counsel, and Chief Counsel.</p> |
| <p>Other Information</p> | <p>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.</p> <p>This position will report 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.</p> <p>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.</p> <p>I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee's Signature _____ Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> |