

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Executive Administration			
Position No / Agency-Unit-Class-Serial 502-500-7500-002	Unit			
Class Title Hospital Administrator, DSH-Patton CEA Level A	Location DSH-Patton			
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID M01	Work Week Group: E	Pay Differential	Other
<p>The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.</p>				
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: The Hospital Administrator (HA), under the direction of the Assistant Executive Director, is responsible for the overall planning, organizing, staffing, directing and controlling for all administrative and support operations at the Department of State Hospitals (DSH)-Patton, and serves as the Chief Administrative Officer of the hospital. The HA also ensures expenditures are accountable, adhered to, or adjusted accordingly and do not exceed the annual budget allocation; ensures allocation of funds to proper needs; and ensures fiscal tracking and reporting is accountable and transparent.</p> <p>The HA is part of the Executive Team and participates in the policy formulation and decision-making for DSH-Patton. The HA provides management interface between the DSH-Sacramento Office and program staff, as determined by the Executive Director; and sustains a culture of collaboration and transparency. Incumbents ensure public property is protected and safeguarded. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions.</p>				
% 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%.			
65%	<ul style="list-style-type: none"> • Is responsible for the management of the administrative and support functions of the hospital, in accordance with departmental policies, to formulate the work and direct the administrative and support staff of the hospital. • Conducts regular assessments, identification of and familiarization with all hazards in the hospital environment and leads efforts to eliminate and correct them to ensure the safety of DSH staff, property, and patients. • Promote the enforcement of the hospital administrative policies and procedures that are in compliance with departmental policies and 			

	<p>applicable federal, state, and local laws and regulations and accreditation standards.</p> <ul style="list-style-type: none"> • Consults with departmental staff, community agencies and others to determine administrative and support services to be provided in the hospital to effectively provide support to the treatment programs, facilitating a safe and secure environment for DSH staff and patients. • Oversees the repairs to perimeter fencing, cameras, locks and/or doors to prevent potential escapes or security breaches and safeguard the public. • Escorts State Fire Marshalls and other guests through the patient units and common areas and works as a liaison between the guest and the patients to deescalate situations and ensure the safety of patients and the public. • Identifies hospital budget priorities and negotiates for staff and operational funds necessary to carry out the hospital programs, as defined by Governing Body. Establishes management and administrative functions throughout the hospital, including the role and relationship of all departments and services within the hospital. • Ensures hospital projects are planned and completed. • Regularly meets directly with patients about hospital concerns such as but not limited to food served, clothing, phone services, and Victim Compensation and Government Claims Board claims. • Visits patient care areas to ensure the milieu is safe and supportive for a positive treatment experience for the patients. Visits and observes the dining services in the patient buildings to ensure dietary compliance and quality service to the patients is provided. • Attends patient meetings such as the Central Council, Friends and Family Group, the facility-wide Patient Canteen meetings, Patient Benefit Fund meetings, and the patient's Food Acceptance meetings to work directly and collaboratively with the patient population to make improvements/decisions.
15%	<ul style="list-style-type: none"> • Serves as a member of the Executive Team and acts on all matters pertaining to hospital management within the responsibilities of the Hospital Administrator, as directed by the Assistant Executive Director. • Coordinates the planning, implementation or modification of administrative services' programs, projects, and services.
10%	<ul style="list-style-type: none"> • Assures that a process for testing, selection, hiring and training of hospital personnel is operational and effective. • Monitors a training program for all hospital personnel to assure appropriate training and orientation is provided. • Monitors key labor relations issues to assure the hospital is in compliance with all labor contracts. • Effectively provides overall management and supervising responsibility for all departments in Administrative Service.
10%	<ul style="list-style-type: none"> • Promotes and maintains effective working relationships with other public and private agencies, providing services to individuals, such as county mental health programs and law enforcement agencies.

	<ul style="list-style-type: none"> • Promotes and maintains an effective working relationship and liaison with federal, state, county and local government agencies. • Addresses various groups concerning programs and objectives of the hospital and Department of State Hospitals and promotes favorable public relations.
<p>Other Information</p>	<p>SUPERVISION RECEIVED The HA is under the direction of the Assistant Executive Director at the DSH-Patton.</p> <p>SUPERVISION EXERCISED The HA directly supervises Assistant Hospital Administrator, the Human Resources Director (Staff Services Manager III), General Services Manager, Chief of Facility Operations, and an Analyst.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>KNOWLEDGE OF: Principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary patient treatment program and organization. Principles and practices of personnel management and effective supervision: hospital organization, management, and procedures. Principles and methods of health care, rehabilitation, education, and psychiatric treatment of patients. California laws and rules pertaining to hospital administration. A manager's role in the Equal Employment Opportunity Program and the processes available to meet (EEO) objectives.</p> <p>ABILITY TO: Plan, organize, and direct the work of multi-disciplinary professional and administrative staff. Analyze administrative policies, organization procedures and practices, and work independently in identifying the need for and development of changes. Integrate the activities of a diverse program to attain common goals. Gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters. Effectively contribute to the Department's (EEO) objectives.</p> <hr/> <p>REQUIRED COMPETENCIES</p> <p>SAFETY - Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.</p> <p>THERAPEUTIC STRATEGIES AND INTERVENTIONS - Apply and demonstrate knowledge of correct methods in the use of therapeutic strategies and interventions.</p> <p>CULTURAL AWARENESS - Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.</p> <p>SITE SPECIFIC COMPETENCIES - Ensuring that fiscal reporting integrity is maintained, budgets remain within annual fiscal allocations, and state personnel policies and procedures are adhered to.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC) - Knowledge of Budget Process Knowledge of Contracts and Procurement Process.</p>

LICENSE OR CERTIFICATION - NOT APPLICABLE

TRAINING - Training Category = 2

The employee is required to keep current with the completion of all required training.

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, individuals served and the public;
- Comply with hospital policies and procedures

The HA is required to work any hours and days as determined by the operational needs of the hospitals. The HA is 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 are able safely perform their essential job duties.

The California Health and Human Services (CalHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. These competencies describe both what the most successful CalHHS leaders do (e.g., plan and execute, solve problems, and make decisions) and how they do it (e.g., through the use of flexibility and interpersonal skills). These competencies are clustered under six CalHHS leadership focus areas and all DSH leaders are expected to exemplify these core competencies: Personal Leadership, Communication, Teamwork, Knowledge, Decision Making and Service.

The incumbent is expected to thoroughly understand DSH's strategic plan and be committed toward the vision, mission, goals, and values. The incumbent leads their team toward accomplishing the DSH goals and individual objectives, driving them toward the vision of caring today for a safe and healthy tomorrow. During daily work, interactions, and decisions, the incumbent must exemplify and adhere to DSH's core values of safety, treatment, responsibility, communication, respect, and empowerment.

DSH 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. DSH facilities operate on a 24-hour, 7-day a week basis and support may be required outside of normal business hours to address emergent issues.

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.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

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