

DUTY STATEMENT
DSH3002 (Rev. 2025-0408)



Box reserved for Personnel Section

		RPA #	C&P Analyst	Date
Employee Name		Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 480-554-5157-XXX		Unit Fire Dept		
Class Title Analyst I		Location Department of State Hospitals - Napa		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input 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 supervision, perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; contract support; and regulatory interpretation; and complete other project assignments. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments.				
% 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%	TRACKING AND MONITORING Enrollment and management of fire department employee access within job mandated applications and necessary routine and on-demand reporting: <ul style="list-style-type: none"> • ESO (online policy compliance platform) - timekeeping/scheduling, incident reporting and facility inspections. • VectorSolutions – training records and personnel certification compliance. • Lexipol – policy and daily training bulletins compliance. 			
20%	SUPPORT SERVICES Provides support services: <ul style="list-style-type: none"> • Taking, preparing, and archiving meeting minutes • Calendar management; arrange meetings and schedule appointments. • Answer verbal and written inquires. Maintains various record keeping and physical/digital filing systems to adhere with retention period guidelines			
15%	<ul style="list-style-type: none"> • Assist in other tasks or projects as assigned by the Fire Chief • Assists Fire Chief with evaluation and provides analysis of various compliance reports for the facility used during State and Joint Commission surveys. • Reviews Fire Marshall audits for completeness and timeliness • Enters and reviews date for in house and outside missed appointments. • Provides recommendations for appropriateness and timely turnaround time 			

	for fire life safety inquiries and concerns.
10%	<p>PURCHASE OF EMERGENCY SERVICES, SUPPLIES & EQUIPMENT Assist in developing and processing of new purchase orders. Reviews and analyzes new equipment manufacturing guidelines. Monitors transaction flow of purchase orders from ordering to receiving. Prepares bid quotes for management review prior to processing and purchasing. Monitors contracts and agreements with outside suppliers, vendors and sales representatives. Create service orders.</p>
10%	<ul style="list-style-type: none"> Utilizes Microsoft 365 programs (Microsoft Word, Excel, Outlook, Sharepoint, etc.) Prepares and edits written documents (e.g. memos, letters, justification letters, reports, manuals, and other documents); including reports and summaries on a variety of policy directives, procedures, and regulations; ensuring accuracy and correct language usage.
5%	Other related duties as required.
Other Information	<p>SUPERVISION RECEIVED Under the administrative supervision of the Fire Chief.</p> <p>SUPERVISION EXERCISED None.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; and governmental functions and organization.</p> <p>ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental 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; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>REQUIRED COMPETENCIES:</p> <p>INFECTION CONTROL – Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p>

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.

AGE SPECIFIC – Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Young Adult(18-29) Early Adult(30-50) Late Adult(51-79) Geriatric(80+)

THERAPEUTIC STRATEGIES INTERVENTION (TSI) – Applies and demonstrates knowledge of correct methods in the Therapeutic Strategic Intervention (TSI).

CULTURAL AWARENESS - Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES –

TECHNICAL PROFICIENCY (SITE SPECIFIC) –

LICENSE OR CERTIFICATION

None.

TRAINING – Training Category = Type D

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, patients and the public; and, comply with hospital policies and procedures. 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 employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. 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 are able to safely perform their essential job functions.

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 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 Signature

Date

Reviewing Officer Signature

Date