

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>Position Control Approval: MH</b>	<b>Date:</b> 01/01/2026
<b>Employee Name</b>	<b>Division</b> Clinical Administration		
<b>Position No / Agency-Unit-Class-Serial</b> 455-600-5157-XXX	<b>Unit</b> Central Staffing Office		
<b>Class Title</b> Analyst I - Hiring Coordinator	<b>Location</b> Atascadero State Hospital		
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R01	<b>Work Week Group</b> 2	<b>Class Ranges</b> A, B, C

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under the supervision of the CSO Nursing Coordinator, the Analyst I's primary duties and responsibilities are to coordinate the hiring process for nursing staff hospital wide.

50%	<p><b>Hiring Process:</b></p> <p>Work with the Employment Office to <b>coordinate the advertising of vacancies, scheduling of hiring interviews and panel members for nursing staff positions hospital wide.</b> Oversee the tracking of hiring files to assure timely receipt of reference check forms and follow up on those not received. Prepare hiring packets, hiring approval documentation and notification of candidates. Maintain extensive telephone contact with potential candidates. Assist in the placement process of selected candidates and coordination of start dates. <b>Provide hospital tours for the purpose of recruitment</b> to interested candidates including but not limited to Contract staff. Maintain logs and tracking procedures to include positions filled by Post &amp; Bid and/or management discretion. Work with Position Control to reconcile positions and process appropriate paperwork. Provide resource information to hospital staff regarding the implementation and process of Post and Bid. <b>Develop tracking methods, enter data, monitor processes and analyze data</b> pertaining to all aspects of the hiring of nursing staff, including but not limited to, interview panels and dates, hiring files, employee employment information, program/department placement, filled and vacancy rates. Assists in <b>resolving interview scheduling conflicts. Prepare clear, concise and comprehensive monthly, quarterly and Ad Hoc statistical reports on all aspects of the hiring process.</b></p>
30%	<p><b>Coordinates, collaborates and interfaces</b> with the Employment Office, Human Resources, Position Control, Psychiatric Technician School and Program Nursing Coordinator's on staff change of assignment paperwork for temporary, permanent, new employee and Post and Bid assignments. Prepares and completes the necessary paperwork accurately for review.</p>

20%	<p><b>Assist in the development, implementation, production, monitoring, and evaluation of the staffing schedules</b> within ASSIST. As directed by the CSO Nursing Coordinator/designee, utilize the ASSIST system to monitor and distribute staffing assignments on all programs. <b>Coordinates and develops complex staffing schedules based on clinical needs, scheduled leave, and tracking and employee employment information.</b> Provides staffing recommendations for units within distinct programs of the facility. Identify and project registry staffing needs to maintain compliance with licensed staffing requirements. Participate in state-wide ASSIST teleconferences, Training Coordinator and Account Manager meetings as needed.</p>
Other Information	<p><b>Supervision Received:</b> CSO Nursing Coordinator</p> <p><b>Supervision Exercised:</b> N/A</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p>KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, supportive staff services and governmental functions and organization.</p> <p>ABILITY TO: 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; 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><b>REQUIRED COMPETENCIES</b></p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL Applies 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 vigilance in the identification of safety or security hazards.

**CPR**

Maintain current certification as indicated by local facility.

**THERAPEUTIC STRATEGIES AND INTERVENTIONS**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

**DIVERSITY, EQUITY, AND INCLUSION**

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**SITE SPECIFIC COMPETENCIES**

- Work with various computer programs and databases.
- Communicate verbally and in writing with Program management, Unit Supervisors, Program employees and various other Department personnel.
- Create and maintain accurate tracking tools.

**TECHNICAL COMPETENCIES**

- Maintain knowledge of various computer programs and applications: Microsoft Excel, Access, Word, ASSIST, Web Ex, Skype
- Must have the ability to type and spell well.
- Handwriting must be legible.
- Must have an operating knowledge and experience with, telephone, photo copier, scanning and facsimile.
- Must be able to multi-task and have organizational skills.
- Ability to write clear, accurate, professional administrative reports.

**LICENSE OR CERTIFICATION**

N/A

	<p><b>TRAINING CATEGORY - 4</b>  The employee is required to keep current with the completion of all required training.</p> <p><b>PHYSICAL DEMANDS – See attached</b></p> <p><b>WORKING CONDITIONS:</b>  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, and the public.  The employee is required to work any shift and schedule in a variety of settings 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.</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 Signature <span style="float: right;">_____</span>  Date</p> <hr/> <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 <span style="float: right;">_____</span>  Date</p> <p>_____</p> <p>Reviewing Supervisor’s Signature <span style="float: right;">_____</span>  Date</p>

**Physical Requirements of Position**  
**Analyst I (5157)**  
**CSO Hiring Coordinator**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public			X			
With inmates, patients, or clients	X					
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					