

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:  
ANALYST I  
PERSONNEL COMPLIANCE ANALYST**

Approved by Supervisor II – Andrea Broaddus  
Signature: 

Date Approved:  
5/22/2026

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of the Supervisor II, the Analyst I performs the consultative analytical assignments relating to payroll transactions. This includes providing timely and appropriate consultation and technical assistance to Personnel Management, Personnel Supervisors, and Personnel Specialists.
  - 40% Researching, tracking, and logging of incoming and outgoing assignments and projects, drafting and finalizing correspondence for various requests and notifications. Issue reminder notices of due dates to appropriate individuals for various Personnel related deadlines. Log, distribute, and track Performance Appraisal Summaries (PAS) and Probationary Reports for all Department State Hospitals – Coalinga (DSH-C) staff. Issue lists with due dates to department Supervisors monthly and review those submitted for accurate and complete packets. Track and log all new hire packets and distribute to Personnel Specialists for keying once logged. Present training to DSH-C staff and assist with the completion of documentation during New Employee Orientation. Assist with processing badge requests for new hires.
  - 30% Develops instruments to evaluate, monitor, and track new and existing pay differentials, pay stipends, and pay allowances. Analyzes and interprets pay letters issued by the California Department of Human Resources (CalHR) and State Controller’s Office (SCO). Interprets federal and state statutes, regulations, and policies in payroll areas for impact on Personnel transaction operations. Works closely with Payroll Transactions staff to verify/determine eligibility for pay differentials, pay stipends, and pay allowances.
  - 10% Develops reports by utilizing the Management Information Retrieval System (MIRS) to illustrate employee data related to current and historical SCO data that includes, but is not limited to, payroll, pay differentials, benefits, retirements, separations, appointments and leave accounting. Develops new reports and updates monthly reports for distributing to Personnel Management, Executive Management, Labor Relations, Accounting, and other DSH-C management, as needed.
  - 10% Track, draft and send correspondence to ensure completion of Form 700 Statement of Economic Interests to all applicable classifications. Assist

the Supervisor II - Personnel Officer and Supervisor I - Payroll Transactions Manager with coverage in other areas of human resources, as needed.

**10%** Provide and receive cross coverage training of other Analyst I/II positions within the Personnel Department. Provide backup coverage as necessary.

**2. SUPERVISION RECEIVED:**

Supervisor II

**3. SUPERVISION EXERCISED:**

None

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** 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.

**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 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.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or 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.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**DIVERSITY, EQUITY, AND INCLUSION:** Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**RELATIONSHIP SECURITY:** Demonstrates 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.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:**

- Broad-based knowledge of hospital operations, programs, and policies.
- Provide leadership and coordinate the work of multi-departmental teams at various stages in litigation processes.
- Possess excellent communication skills.
- Manage hospital compliance with issues of Privacy and Security.
- Ability to gain and maintain the confidence and cooperation of staff at all levels of the organization, outside agencies and assigned legal counsel.
- California Criminal Laws, Statutes, and Codes

**TECHNICAL PROFICIENCY (SITE SPECIFIC):** Knowledge and use of Microsoft Word, Excel, PowerPoint, and intra/internet.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 2 – Training Procedure No. 03-11.

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

8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

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Employee Signature

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Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date