

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

| | | RPA # | C&P Analyst Approval | Date | |
|---|---|--|------------------------------|-------------------------------|----------------------|
| Employee Name | | Division Department of State Hospitals (DSH) Headquarters - Forensic Services Division | | | |
| Position No / Agency-Unit-Class-Serial 461-430-7621-012 | | Unit Sexual Offender Civil Commitment Program (SOCP) | | | |
| Class Title Sexually Violent Predator Evaluator (SVPE) | | Location Sacramento | | | |
| Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | CBID R19 | Work Week Group: E | Pay Differential NO | Other NONE |
| Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Chief Psychologist and the general administrative direction of the Deputy Director, the SVPE is required to conduct forensic evaluations, provide expert testimony, and provide consultation services in support of the DSH, SOCP. Incumbent will be required to attend mandatory trainings and meetings as directed by the Chief Psychologist. Frequent statewide travel from the incumbent's home office is required, often with short notice. Timely report submission is required and self-directed time-management is an essential function of the position. Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ). | | | | | |
| % 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). | | | | |
| 45% | Independently interview and evaluate inmates (pursuant to WIC section 6600 and related subsections) referred as potential Sexually Violent Predators by the California Department of Corrections and Rehabilitation through the use of a standardized assessment protocol established by the DSH to determine if the individual meets the statutory criteria. This may include, but is not limited to, initial precommitment evaluations, update evaluations, recommitment evaluations, and replacement evaluations. The incumbent must possess specialized knowledge in the field of forensic evaluations, evaluation of sex offenders, an understanding of relevant research literature, and sex offender specific risk assessment. | | | | |
| 45% | Incumbent will prepare and testify in court proceedings as required by the courts. Incumbent may be assigned additional forensic evaluations, job related trainings, and consultation duties, and/or to quality assurance initiatives. Incumbent may also be required to attend or provide expert training and program consultation to assist other evaluators on relevant clinical and forensic topics including, but not limited to, offender assessment, diagnosis, risk assessment, and expert testimony. Incumbent may also be assigned to | | | | |

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| | <p>participate in specialized quality improvement initiatives including quality assurance team, clinical consultation teleconferences, peer review, quality improvement-related research, clinical projects, development of evaluation standards and templates, participation in stakeholder’s meetings, and liaison to outside agencies and hospitals.</p> |
| <p>10%</p> | <p>Other duties as assigned, appropriate to the classification.</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.</p> <p>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 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.</p> <p>Incumbent must comply with GC Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.</p> <p>The majority of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person when it is determined necessary by management.</p> <p>Travel is required approximately up to 10% of the time.</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</p> <p>_____</p> <p>Date</p> |

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