

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: MH	Date: 01/01/2026
Employee Name	Division Executive Services		
Position No / Agency-Unit-Class-Serial 455-561-5157-703	Unit Department of Police Services		
Class Title Analyst I	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group 2	Class Ranges A, B, C

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction of the Chief of Police or designee, primary duties and responsibilities are to provide various analytical supports. Work involves obtaining facts, making analyses, evaluations and preparing monthly statistical reports. Exercise a high degree of initiative in taking independent action as well as working in a group setting developing, administering, and facilitating different processes and programs. Perform difficult and complex administrative studies and assist in formulation and implementation of administrative policies and procedures.

60%	Manage Citizen's Complaints database regarding misconduct investigations, use of force investigations and internal affair investigations to ensure compliance with mandated timelines for responses as per the Welfare and Institutions code and recommendations from the Office of Law Enforcement Support (OLES). Utilize data from this and other sources to identify trends in investigation types relative to investigative outcomes for reporting to Governing Body, the Department of Justice (DOJ), and other agencies. Monitor the nature, disposition, and corrective actions taken as a result of these investigations. Identify areas of concern and potential impact, consult with command staff and make recommendations for future policy updates where needed. Review and interpret the reporting requirements of OLES as they pertain to Patient Complaints and/or allegations of misconduct; consult with appropriate managerial staff regarding these requirements; draft memorandums regarding the outcome of these cases. Analyze and determine the appropriate legal/professional responses to Public Record Act requests, subpoenas requests from OLES and the Office of Protective Services (OPS), and other requests that call for the release of investigative files and other protected information. Send requests for additional information to the appropriate supervisors/managers; to review documents prior to distribution and make recommendations such as the need to redact confidential information on police reports and use of force investigations. Act as hospital liaison between the Department of State Hospitals and OLES. Review confidential documents related to OLES/OPS investigations and
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	Department of Police Services (DPS) reports; which include but are not limited to, use of force facility reviews and administrative investigations; verify information on reports and consult with command staff on corrections and modifications. Using police and Office of Special Investigations (OSI) records in various databases; review and interpret information to prepare complex analytical and statistical reports for administrative staff including DSH and Sacramento legal divisions. Analyze OLES incident, citizen complaint, and employee databases. Prepare related statistical and summary reports and make recommendations for follow-up in appropriate areas. Prepare additional statistical reports requested by OLES, OPS, or other agencies using departmental resources and databases.
30%	Distribute copies of all record documents to appropriate departments, governing agencies, etc. Design and recommend systems, procedures, forms and instructions for internal use. Develop and assist in the development of statistical tracking systems and management reports for identification of trends, application of staff resources, and application of funding or other processes as identified. Assist the departments procurement Analyst II in analyzing contract documents to ensure compliance with all pertinent regulations and accepting and reviewing contract bids from various outside vendors. Perform a variety of special administrative assignments. Responsible for analyzing and developing the correct methodologies to ensure compliance with all State and DSH-A policy manuals and assist in the preparation of DPS/Department of State Hospital – Atascadero (DSH-A) manuals. Prepare and maintain clear, concise and comprehensive records, reports and correspondence. Operate a computer terminal to input, access and print data, reports and projects. Perform related duties as assigned.
10%	Department responsibilities include but are not limited to, making appointments when necessary; operating a variety of office equipment including computers and assigned software. Train and provide work direction to assigned staff; maintain the personnel database. Maintain organized and accurate filing systems; locate and retrieve files from manual and computerized systems; create new files and purge old files according to established procedures. Attend scheduled and voluntary training and update any applicable manuals. Assist hospital management and administrative staff, the public and other law enforcement agencies in person, over the phone and through email by responding to questions, complaints, and requests. Provide back-up coverage for the DPS Procurement and OSI Analyst II's and Records Analyst I as needed. Perform other clerical duties as needed.
Other Information	Supervision Received: Chief of Police Supervision Exercised: N/A

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, practices and trends of public and business administration, management, supportive staff services, and governmental 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; 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.

REQUIRED COMPETENCIES**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.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

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

- Basic knowledge of Procurement policies, laws, rules and regulations.
- Principles and procedures of fiscal control and records management.
- Federal, state and local laws, codes and regulations governing the maintenance and release of police records and information.
- Specific knowledge of State and Hospital policies, laws, rules and regulations as related to procurement of goods, equipment and services.

TECHNICAL COMPETENCIES

- Interpret, explain and apply pertinent federal, state, and local laws, codes, ordinances and regulations.
- Effectively handle multiple priorities, organize workload and meet strict deadlines.
- Maintain confidentiality of sensitive information.
- Knowledge of statistical methods and analysis and the use of statistics in reports.
- Knowledge and expertise of the RMS, Acadis, The Hub, Excel, Word and other computer operating programs and software.
- Perform moderately complex mathematical and statistical calculations accurately.
- Analyze situations quickly and objectively to identify problems and exercise sound independent judgement in determining proper course of action within established guidelines.
- Prepare and maintain accurate and precise written documents such as reports, records, forms and correspondence.
- Maintain professionalism, courtesy and composure at all times, including stressful situations and handle disputes and complaints in a calm, courteous and tactful manner.

LICENSE OR CERTIFICATION

N/A

TRAINING CATEGORY - 4

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

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

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.
	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's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Analyst I (5157)
DPS

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					