

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date 04/28/2026	
Employee Name	Division State Hospitals			
Position No / Agency-Unit-Class-Serial 437-200-5157-701	Unit Department of Social Work Services			
Class Title Analyst I (Discharge Coordinator)	Location Coalinga State Hospital			
Subject to Conflict of Interest ☐ Yes ☒ 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 of the Program Director, Department of Social Work Service, and in consultation with the Discharge and Community Integration Specialist, in a healthcare or correctional facility, provide analytical support, review, consultation, coordination with headquarters and stakeholders, and data tracking for the Social Work department. The Analyst I performs a wide variety of the less complex analytical duties and responsibilities that require the knowledge of Department regulations, policies, procedures, good judgment, and the ability to communicate effectively. The Analyst I collects data, prepares reports, correspondence, statistical charts, tracks information, monitors tracking systems, and makes recommendations to management. The Analyst I supports the overall mission and immediate goals of the Department of State Hospitals and performs duties as necessary to provide better delivery of program services.				
% 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).			
35%	Organizational Performance and Responsibilities • Assists in analyzing, evaluating, reviewing, processing, and monitoring hospital-based discharge efforts for civil and forensic patients including but not limited to Incompetent to Stand Trial, Offender with Mental Disorder, Sexually Violent Predator, and LPS commitment types. • Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. • Conducts monthly review of discharges and uses a variety of analytical techniques to identify and solve complex discharge problems. • Assists in developing and recommending alternatives, presenting ideas and information, and determining the best course of action for program delivery. • Develop and maintain weekly, monthly, quarterly, and annual reports, provide periodic and timely submission of all reports to management. • Plans, designs, and carries out assigned work within imposed deadlines.			

25%	• Collects and analyzes data, evaluates information, makes sound recommendations, and implements processes and procedures to improve discharges/court returns and overall program design and efficiency. • Projects program needs and resource development necessary to implement improvements and modernization of programs and provides reports to management. • Assists and coordinates in the preparation of budget concept statements and budget change proposals.
20%	• Obtain and scan documents such as discharge referrals, legal files, and other correspondence necessary to assist in the transition of patients to the most appropriate placement in the least restrictive environment. • Maintain confidentiality and communicate program information to department management, clinicians, evaluators, CONREP providers, and other service providers, courts, survey agencies, and external partners. • Organize and compile reports to ensure accurate and clear documentation.
15%	• Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. • Serves in the pool of administrative staff resources to enhance Department work efficiencies and staff cross-training. • Participate in training, staff development activities, Departmental meetings, and conferences to perform essential work functions as needed for job performance when directed by managers and administrators.
5%	• Performs other duties as assigned in relation to discharge planning, transition services, community integration, and other department needs.
Other Information	Regular and consistent attendance is crucial to the successful performance of this position due to critical workload and the time-sensitive nature of the work. 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. A required function of this position is to consistently provide exceptional customer service to internal and external customers. SUPERVISION RECEIVED: Program Director, Chief of Social Work Services KNOWLEDGE AND ABILITIES KNOWLEDGE OF: Principles, practices, and trends of public and business design, budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

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 and 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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other communities. Use computer programs and electronically communicate data.

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.

CPR

Maintains current certification as indicated by local facility.

SAFETY

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

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 the ability to maintain professional therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence. Demonstrate good staff/patient boundaries and

	monitors and assist others to help them maintain theirs. SITE SPECIFIC COMPETENCIES Act as a team leader during program development and evaluation; have good organizational skills as well as written and verbal communication skills; and have excellent computer proficiency. Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Knowledge and use of Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and Intranet. 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 Service. TRAINING 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, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital 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 duties. 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