

DUTY STATEMENT
DSH3002 (Rev. 11/2022)



California Department of
State Hospitals

Box reserved for Personnel

Section

	RPA #	C&P Analyst Approval	Date	
Employee Name Vacant	Division Director's Office			
Position No / Agency-Unit-Class-Serial 461-561-4870-902	Unit Office of Protective Services			
Class Title Student Assistant	Location Sacramento, CA			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID N/A	Work Week Group: N/A	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under direction of the Chief of Law Enforcement (CLE), close supervision of the Supervisor II the Student Assistant (SA), will serve in a learning capacity to gain practical experience and acquire knowledge and understanding of the functions, principles, practices, and methods as recommended in the field of Law Enforcement and used in the Department of State Hospitals (DSH), Office of Protective Services (OPS). The SA will assist with the performance of a wide variety of technical and support activities related to OPS as it continues to serve the needs of the department.				
% 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%	Assist in collecting and disseminating the necessary information for background investigations and other projects related to background investigations. Gather, collect and analyze data for reports. Review, interpret and apply standards, policies and procedures and assist on the development of criteria for evaluating effectiveness. Tracking of various projects to gather information and ensure timely completion.			
20%	Performs special projects that require researching often sensitive and confidential program issues, problem identification, collection of data, developing alternatives and recommendations based on the direction of the CLE and Supervisor II. Maintain communication with all OPS staff on projects to ensure that OPS meet all the regulatory requirements and timelines.			
20%	Maintain various tracking logs, file paperwork and maintain updates to the appropriate sites/locations. Creation and development of various reports.			
15%	Develop and maintain effective working relationships with department heads, program directors, supervisors, and employees, members of the public, DSH			

	Headquarters, and other control agencies. Promote positive public relations and is the departments liaison with local, State, and Federal law enforcement agencies, the public district attorney offices, and correction agencies.
10%	Performs other SA duties as assigned.
Other Information	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. 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. The Department of State Hospitals 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. <u>TELEWORK</u> This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. <u>SUPERVISION EXERCISED</u> None <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Elementary principles and procedures as required by the hiring department. Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work. • .
	<u>PHYSICAL REQUIREMENTS</u> The position requires sustained sitting and ability to operate a computer for the majority of time working in an office setting, with artificial light and temperature control. This position requires a full range of body motion, walking, standing and extensive use of telephones, finger dexterity and hand-eye coordination, and requires the ability to lift 15-20 pounds.

Criminal Offender Record Information (CORI)

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DSH, OPS CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's 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