

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division DSH Headquarters - Forensic Services Division (FSD)			
Position No / Agency-Unit-Class-Serial 461-432-4801-001	Unit Incompetent to Stand Trial (IST) Re-Evaluation Program			
Class Title Supervisor II	Location DSH Headquarters, Sacramento			
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S01	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 general direction of the Manager II in the Forensic Service Division (FSD), the incumbent supervises one (1) Supervisor I responsible for the overall management, operational activities and workload of the Incompetent to Stand Trial (IST) Re-Evaluation Program and directly supervise the Program Support Services Unit of the Forensic Services Division. 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).			
40%	As the section manager, the incumbent has full responsibility of the division's budget, contracts and procurement, and IST case management. Provide guidance with the development, preparation and monitoring of FSD budget and fiscal forecasting activities: In conjunction with the Department State Hospitals (DSH) Administration division, develops budgets and budget-related documents (Budget Change Concepts, Proposals, Estimates/Premise Budget Revisions, etc.); monitors the status of obligated funds. Oversee the monthly expenditure reports processing and a fund utilization tracking system for major appropriations to provide actual as well as forecasted expenditure information for management, to ensure maximum and efficient utilization of funds, and to ensure compliance with state requirements. Ensure that all financial data shown on external schedules and reports are reconciled with DSH's financial, budgetary, and program documents; recommend program and budget actions to support, and consistent with, existing agency and departmental guidelines, and DSH's goals and objectives. Oversee the section's personnel, including hiring, transfers and promotions, while reviewing the most difficult cases for compliance with human resources and budgetary requirements; this includes divisional reorganizations, classification issues, etc., to ensure timeliness and appropriateness of action.			

40%	Provide direction and leadership to subordinate management and staff responsible for processing, reviewing and analyzing IST referral case documents. Provide updates and recommendations to senior management, Chief Psychologists and the Legal Division as needed. Aid staff and the Legal Division regarding subpoenas and public records requests for the FSD as well as for evaluator appearances. Develop and establish workload priorities and reporting processes. Consult and collaborate with and advise administrators or other interested parties in matters related to the IST Re-Evaluation Program.
15%	Analyzes workflow and identifies areas requiring modification and streamlining; solicits feedback regarding administration services functions and addresses weaknesses identified. Review and edit written reports. Establish and maintain program priorities. Provide staff with the resources, support, training and feedback required for them to complete assignments. Represent the Forensic Services Unit in public meetings, stakeholder meetings, advisory committees and multi-departmental meetings.
5%	Other duties as assigned, appropriate to the classification.
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. 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. 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. 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'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
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