

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name Vacant	Division Director's Office/Hospital Strategic Planning & Implementation		
Position No / Agency-Unit-Class-Serial 461-525-5393-704	Unit Regulations and Policy Oversight		
Class Title Analyst II	Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential N/A
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Supervisor II in the Regulations and Policy Oversight Unit, the Policy Coordinator performs duties having a significant impact on the Department of State Hospital's (Department's) operations and critical to the Department's basic mission by developing, implementing and evaluating state-wide mental health and state hospital policies and promulgating State regulations in accordance with the Administrative Procedure Act (APA).			
% 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).		
50%	Policy Coordinator: Leads the coordination, development, oversight and implementation of departmental policies and procedures; acts as the liaison with Labor Relations, Legal, Trauma Informed Care and Electronic Health Records representatives during the review and development process; helps determine the validity of documents and/or need for revision or rescission; assists with authoring of amendments and manages the adherence to departmental formatting standards. Timely and accurately reads, reviews, and analyzes policy requests and draft Policy Directives (PDs), Operational Procedures (Ops) and Informational Bulletins (IBs) to determine if there is a conflict with existing Departmental guidance, practices, procedures, policies, regulations or statutes. Review and analyze PDs to ensure they do not meet the Administrative Procedure Act's (APA) criteria for a regulation. Provides management and program written recommendations on the research. Coordinates the policy presentations to executives, and manages the communication and messaging to the Department for all final approved policies. Communicate verbally and in writing with program representatives and leaders regarding required edits, updates, comments to draft policies. Provides regular training presentations and technical support to Department staff regarding the role and process for development of Department policies. Develops and maintains a training manual and materials that define the process		

	including information on when to revise; role and responsibilities for all involved staff, and detailed information regarding the cataloging and tracking system. Prepare workflow diagrams as needed for policy development of Unit activities. Attends and participates in various meetings related to policy and procedural issues. Maintain an enhanced knowledge of current administrative laws, rules, policies, programs and practices. Collaborates with leadership to resolve difficult policy challenges to allow the Department to execute administrative functions necessary to ensure the safety and security of the employees and the patients under the care and treatment of the Department.
25%	Policy Data Management: Track, maintain and update all policy related metrics and data points, including but not limited to; monthly reports to Department leaders, weekly policy status updates, monitoring timelines for completion, quarterly strategic plan metrics, and the DSH wide report on policies up for revision. Maintain and regularly update policy tracker to ensure metrics are current. Respond to Public Records Act (PRA) requests. Interface and coordinate with legal to coordinate, track and provide a timely response to all policy related RPAs, subpoenas, and any declarations or court appearances by HSPI leadership. Compile documentation and draft responses for review on policy related requests. Coordinates and maintains the Department's policy files, policy website and SharePoint site. Responsible for maintaining organized and up to date files and archive system for all Department related policy documents and files. Develop and maintain tracking systems for various projects utilizing Microsoft Excel, Word, Adobe, and other DSH electronic Data Systems.
10%	Back up to Regulations Coordinator: Provide back up support to the Regulations Coordinator by supporting the development of regulations and other policy communications affecting the Department. Assist the Regulations Coordinator in developing complete regulatory packages that comply with Administrative Procedures Act and Departmental requirements including analyzing other policies, laws and regulations; analyzing economic data, evaluating fiscal impact; and collaborating with external stakeholder to obtain agreement on the regulatory package contents. Attend and participate in workgroup meetings with subject matter experts. Take notes regarding decisions, action items and agenda items. Conduct public hearings; respond to public comments and revise regulation packages as required. Work with the Office of Administrative Law in obtaining approval of regulations packages.

	Attend Regulations trainings to maintain working knowledge of the regulatory process and current department priorities.
10%	Prepare Issue Papers and Memoranda as needed for specific topics that require management approval. Perform analyses and prepare responses to legislative bill reviews and draft proposed legislation when needed for policy or regulation development. Act as the liaison with program and coordinate with Procurement and Contract Services Section on enterprise-wide forms as needed for policies. Assist and lead other policy related special projects as needed to support Department governance.
5%	Assist other staff in the unit with assignments or critical projects as needed and perform other Associate Governmental Program Analyst duties as needed.
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 that may be explicit or graphic in nature 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. Incumbent must comply with Government Code 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. 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. 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