

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 Forensic Community Partnerships Division		
Position No / Agency-Unit-Class-Serial 461-443-5393-702	Unit Diversion & Community Restoration		
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 Health Program Manager I (HPM I), Community Forensic Partnerships Division (CFPD), the Analyst II in the Diversion & Community Restoration (DCR) unit is responsible for a variety of complex assignments including contract and fiscal support, trend analysis, program operations support and policy development for the Felony Mental Health Diversion (Diversion), Community-Based Restoration (CBR) programs, and Community Inpatient Facilities (CIF). . 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).		
30%	Process Diversion, CBR, CIF, consultant contracts, and departmental contract forms, contract renewals, and invoices in accordance with departmental practices to ensure correct billing amounts, coding, and receipt of source documents. Assist with drafting, updating, and preparing contract scope of work documents, including contract deliverables and budget detail. Facilitate timely payments to all contractors. Prepare and track contract renewal and amendment packets and review and validate contract budget costs, working in conjunction with DSH Business Management staff. Independently review complex Administration Division reports to ensure accuracy and update information. Evaluate complex program monthly expenditures and monitor the fiscal status of all DCR program budget allotments and reconcile appropriations with expenditures and funds available. Independently review complex Administration Division reports to ensure accuracy and update information. Perform independent analysis of fiscal and programmatic data in support of the CFPD budget.		
30%	Provide technical support in the planning, implementation, and oversight of county programs through state-administered contracts for the DCR programs including assisting in the negotiation of new contracts and contract renewals and outreach to county stakeholders in order to support the Department's efforts		

	towards statewide expansion of the Diversion and CIF programs. Serves as a liaison between DSH and program staff in relation to program implementation. Provides ongoing technical assistance to county and third-party provider staff on the Diversion, CBR and CIF program components and requirements. Provides support to program staff in completing requested data reports. Assist DCR leadership in identifying, analyzing and responding to issues related to program implementation and compliance.
15%	Develops caseload estimates and budget change proposals for current DCR programs which includes, but is not limited to, coordinating with departmental research staff to forecast population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations, and proposed budget changes. Performs independent analysis of fiscal and programmatic data in support of the DCR budget. Drafts responses on behalf of the division to inquiries from the Department's Administrative Services Division, California Health and Human Services Agency, Department of Finance, and/or Legislative Analyst's Office.
15%	Serve as initial point-of-contact for all DCR programs. Monitor shared email inboxes and provide responses to internal and external stakeholders on behalf of all DCR programs. Coordinate with the Department's Technology Services Division and program contractors to facilitate the electronic transmission of documents via the secure file transfer system, WatchDox. Provide back- up support for all stakeholder calls, program teleconferences, and maintenance of trackers for all programs. Manage logistics for all DCR training and technical assistance events, including hosting and recording virtual training sessions. Support the drafting of training materials and coordination with subject matter experts.
10%	Other Analyst II duties as required.
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. Additionally, due to the nature of the workload within this division, the incumbent may be exposed to sensitive data or information that is explicit or graphic. 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.

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. 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.

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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	RPA #	C&P Analyst Approval	Date
Employee Name	Division Forensic Community Partnerships Division		
Position No / Agency-Unit-Class-Serial 461-443-5157-XXX	Unit Diversion & Community Restoration		
Class Title Analyst I	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 supervision of the Health Program Manager I (HPM I), Community Forensic Partnerships Division (CFPD), the Analyst I in the Diversion & Community Restoration (DCR) unit is responsible for a variety of less complex assignments including contract and fiscal support, trend analysis, program operations support and policy development for the Felony Mental Health Diversion (Diversion), Community-Based Restoration (CBR) programs, and Community Inpatient Facilities (CIF). 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).		
30%	Assist with planning, implementation, and oversight of county programs through state-administered contracts for the DCR programs, including the negotiation of new contracts and contract renewals and outreach to county stakeholders in order to support the Department's efforts towards statewide expansion of the Diversion and CIF programs. Serves as a liaison between DSH and program staff in relation to program implementation. Assist DCR staff with providing ongoing technical assistance to county and third-party provider staff on the Diversion, CBR and CIF program components and requirements. Provides support to program staff in completing requested data reports. Assist DCR team members in identifying, analyzing and responding to issues related to program implementation and compliance.		
30%	Under supervision, assist in processing Diversion, CBR, CIF, consultant contracts, and departmental contract forms, contract renewals, and invoices in accordance with departmental practices to ensure correct billing amounts, coding, and receipt of source documents. Assist with drafting, updating, and preparing contract scope of work documents, including contract deliverables and budget detail. Assist team members with facilitating timely payments to all contractors. Prepare and track contract renewal and amendment packets and		

	review and validate contract budget costs, working in conjunction with DSH Business Management staff. Evaluate the less complex program monthly expenditures and monitor the fiscal status of DCR program budget allotments and assist with reconciling appropriations with expenditures and funds available. Review the less complex Administration Division reports to ensure accuracy and update information for DCR leadership. Under supervision, perform analysis of fiscal and programmatic data in support of the CFPD budget.
15%	Provides assistance in developing caseload estimates and budget change proposals for current DCR programs, which includes, but is not limited to, coordinating with departmental research staff to forecast population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations, and proposed budget changes. Performs analysis of fiscal and programmatic data in support of the DCR budget for leadership review. Drafts responses for review on behalf of the division to inquiries from the Department's Administrative Services Division, California Health and Human Services Agency, Department of Finance, and/or Legislative Analyst's Office.
15%	Serve as backup point-of-contact for all DCR programs. Monitor shared email inboxes and provide responses to internal and external stakeholders on behalf of all DCR programs. Coordinate with the Department's Technology Services Division and program contractors to facilitate the electronic transmission of documents via the secure file transfer system, WatchDox. Provide back- up support for all stakeholder calls, program teleconferences, and maintenance of trackers for all programs. Assist with managing logistics for all DCR training and technical assistance events, including hosting and recording virtual training sessions. Support the DCR team with drafting training materials and coordination with subject matter experts.
10%	Other Analyst I duties as required.
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.

Additionally, due to the nature of the workload within this division, the incumbent may be exposed to sensitive data or information that is explicit or graphic.

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.

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Supervisor's Signature

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