

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 Forensic Services Division		
Position No / Agency-Unit-Class-Serial 461-400-5393-XXX	Unit IPP		
Class Title Analyst II	Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential No
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under direction of the Assistant Deputy Director in the Forensic Services Division, Analyst II is responsible for a variety of analytical assignments to support the Independent Placement Evaluation Panel (IPP) Program referrals and screenings in an accurate and timely manner. Work with external agencies and stakeholders to ensure IPP referrals are completed within statutory required timelines. 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).		
50%	Under minimal supervision, log all basic information into tracking system for IPP referrals and screenings. Identify and contact IPP evaluator for availability and assign case. Provide necessary case information and stakeholder contact information to the evaluator. Assess and analyze complex case records to determine which records the evaluator will require to complete assigned evaluations and screenings and provide said documents expeditiously. Independently assess and analyze evaluator need for IPP workload and equivalencies, along with referral fluctuations in collaboration with management to determine the best course of action to assign the workload appropriately. Prioritize assigned workload based on statutory timelines. Analyze program trends and make recommendations by preparing reports and spreadsheets to provide statuses of pending and completed cases to management Act as liaison between the court, state hospital, Community Inpatient Facilities (CIF), and Conditional Release Program (CONREP) stakeholders for the processing, tracking, and completion of referrals.		
25%	Perform independent reviews of psychological evaluation reports for consistency, grammar and completion. Correspond with evaluator regarding any information needed for reports, additional information needed, or necessary revisions. Independently work with evaluator on interview dates and due dates to ensure evaluations will not be late and will meet statutory timelines. Enter evaluation results into program's tracker. Skillfully process and route all reports including rush reports to the corresponding courts, state hospitals, and CONREP's. Process and route completed reports requiring Quality Assurance (QA) review to IPP Assistant Chief Psychologist for review and process		

	completed reports for court submission. Close cases according to programs practices and procedures.
15%	Develop and prepare program practices and procedures. Collaborate with other Department staff on projects related to the IPP Program as needed. Create and disseminate stakeholder surveys and provide analysis of responses to IPP leadership to understand stakeholder needs, expectations and improve program outcomes and alignment. Assist with database cleanup projects as needed.
10%	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 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. 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