

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		
Position No / Agency-Unit-Class-Serial 461-410-4801-902		Unit SOCP, OMD & IPP Support		
Class Title Supervisor II		Location Headquarters		
Subject to Conflict of Interest ☐ Yes ☐ No		CBID S01	Work Week Group:	Pay Differential No
Other No				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction provided by the Manager II in the Forensic Service Division (FSD), the incumbent supervises one Supervisor I that oversee Sex Offender Commitment Program (SOCP) and Offenders with Mental Health Disorder (OMD) Programs and directly supervises Independent Placement Panel (IPP) Program support staff. As the supervisor of these units, the incumbent has full responsibility of contracts, case management and scheduling of the SOCP, OMD and IPP programs. Incumbent may be subpoenaed to testify at Sexually Violent Predator trials. 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 provides direction and leadership to subordinate manager and staff responsible for processing, reviewing, analyzing and tracking SVP and OMD referral case documents referred from the California Department of Corrections and Rehabilitation (CDCR) from the initial referral phase through the hospital admission and court phase. Provide updates and recommendations to senior management, Chief Psychologists and the Legal Division as needed. Provide guidance with scheduling and caseload of SVP and OMD evaluations with civil servant and contract evaluators. Oversees contracts and budgets for the OMD and SOCP Programs.			
30%	Provide direction and leadership to subordinate staff responsible for the gathering, processing, reviewing, analyzing and tracking of IPP referral cases and patient screening documents. Oversight of scheduling IPP evaluations with civil servant evaluators. Liaison with hospitals, community inpatient facilities, courts and CONREP stakeholders on patient status, legal documents, court proceedings.			
15%	Assist subordinate 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 SOCP, OMD and IPP Programs.
10%	Develop and implement personnel functions such as hiring plans, performance reviews, and corrective actions. 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 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 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 will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability. 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
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