

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 4/22/26
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-460-4801-001	Unit Forensic Services		
Class Title Supervisor II	Location Department of State Hospitals - Atascadero		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S01	Work Week Group E	Class Ranges N/A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the direction of the Chief of Forensic Services, the Supervisor II is responsible for the effective resolution of a broad range of governmental, supervisory, and managerial problems; formulates policies, procedures, and program alternatives; makes recommendations on a broad spectrum of administrative and program-related issues; review and analyze proposed legislation and advise management on its impact.			
50%	Responsible for management, supervision and providing direction to the Forensic Services Department which consists of Analyst II, Analyst I, Correctional Case Records Analysts, and Office Technicians. Assess, develop, and implement training needs for current and future staff assignments. Ensure performance standards are met as required by hospital policy, statutory requirements, and relevant guidelines. Consult, coordinate and manage multiple tasks of the Forensic Services Department. Formulate local procedures and hospital policies pertaining to many Forensic Services functions. Propose legislative modifications that would impact the functions of the Department of State Hospitals (DSH). Make recommendations on a broad spectrum of administrative and program related problems. Work with outside agencies, Executive Team members, and other state hospitals to evaluate, organize, develop, and implement statewide policies and procedures.		
35%	Represent the Department of State Hospitals as a subject matter expert during meetings with California Department of Corrections, Superior Courts, District Attorney, State Hospital staff, and other state and county agencies to implement new laws, procedures, and policies. Attend Superior Court hearings as the representative for Department of State Hospitals as requested by DSH- Sacramento Legal with the assistance of the Attorney General's office. Manage hospital census independently coordinating with all State Hospitals in an effort to reduce the statewide Incompetent to stand trial (PC1370) wait list. Authority to reject inappropriate admissions and ensure timely and appropriate discharges from the facility. Regularly work with Superior Court Judges, Attorney General, District Attorney, and Department Legal Counsel in the process of admitting and discharging individuals served,		

	representing the Department's objectives for managing census. Serve as the representative for the hospital at the statewide Forensic Consultant meetings. Serve as the representative of the hospital involuntary medication workgroup chaired by Department of State Hospital Legal.
15%	Participate in the planning, organizing and implementation of the DSH/California Department of Corrections (CDCR) Memorandum of Understanding (MOU) which requires complex understanding of the Coleman Class Action requirements. Serve as a subject matter expert regarding amendments to the MOU and represent the hospital's interest and the impact regarding any changes. Effectively contribute to the Department's equal employment opportunity objectives. Provide and recommend realistic goals and objectives for employee annual performance evaluations. Develop and enhance tools to increase skills and knowledge for staff. Promote staff development by conducting relevant educational training sessions and encourage attendance at classes offered by the Training Center. Advance and implement the principals of Continuous Quality Improvement. Provide opportunities that encourage staff development and upward mobility.
Other Information	Supervision Received: Chief of Forensic Services Supervision Exercised: 2.0 Supervisor I KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level. Department's equal employment opportunity (EEO) program objectives. A manager's role in the EEO program and the processes available to meet EEO objectives. ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff

services program; establish and maintain project priorities; and develop and effectively utilize all available resources; effectively contribute to the department's EEO objectives.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

- Management of Forensic Services process. Monitor and track timeliness and accuracy of Court Ordered progress reports and requests for extended commitments.
- Provide consultation, recommendation, and technical advice on complex forensic issues.

- Ability to interpret and apply regulatory requirements to assure hospital compliance.
- Ability to analyze situations accurately and recommend effective action; and communicate effectively.
- Serve as liaison for all State Hospitals, DSH, CDCR, Courts on complex admission and discharge processes.
- Participate in the planning, organizing and implementation of the DSH/CDCR Memorandum of Understanding. Requires complex understanding of the Coleman Class Action requirements. Serve as a subject matter expert regarding amendments to the MOU and represent the hospital's interest and the impact regarding any changes.

TECHNICAL COMPETENCIES

- Knowledge and interpretation of Penal Code; Welfare and Institution Code; Case Law and Court Orders.
- Review all hospital policies and procedures, through Policy Management participation, to ensure compliance with Forensic Services policy practice and procedure.

LICENSE OR CERTIFICATION – N/A

TRAINING CATEGORY - 4

The employee is required to keep current with the completion of all required training.

The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4.

The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	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 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 _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Supervisor II (4801) Forensics

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients	X					
With co-workers				X		
Supervising staff					X	
Lifting/Carrying						
0 - 10 lbs.		X				
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking		X				
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)					X	
Walking on uneven ground	X					
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					