

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 Administrative Services Division			
Position No / Agency-Unit-Class-Serial 461-200-7500-002	Unit			
Class Title Deputy Director, C.E.A. Level C	Location Sacramento			
Subject to Conflict of Interest ☒ Yes ☐ No	CBID M01	Work Week Group: E	Pay Differential	Other
The Department of State Hospitals' mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the general direction of the Chief Deputy Director, Operations, the Deputy Director, Administrative Services Division, provides executive-level leadership and management of statewide administrative policy, direction and monitoring for all departmental administrative services for the DSH-Sacramento Divisions and five State hospitals. The State Hospitals provide 24-hour behavioral health treatment services to both civil and forensic commitments. The Deputy Director is responsible for a departmental budget of \$3.2 billion and personnel policy for over 13,000 employees in 18 of 21 Collective Bargaining Units.				
% 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%	The Deputy Director, Administrative Services Division, CEA C, manages the department-wide administrative services and operation functions, revises current and develops new statewide policies, and oversees policy implementation in the following areas: fiscal systems; budgets and accounting; human resources (personnel, labor relations and health & safety), business services including procurement, contracts; facility operations, construction management, and other related operations for DSH-Sacramento and five State Hospitals. The Deputy Director directly supervises three branch managers: the Chief Operating Officer (CEA Level A), the Human Resources Branch Chief (CEA B), the Chief Financial Officer (CEA Level B), a Supervisor II and an Executive Assistant. To ensure effective, cost efficient, timely and uniform delivery of administrative services support, provides statewide policy and procedure development, policy revision and implementation oversight, and functional oversight and supervision to administrative and operations staff at the State Hospitals in the areas of personnel, labor relations, training, contracting and procurement, business services operations, facilities management, accounting,			

	budgets and other fiscal related functions.
30%	Collaborates with the Directorate and other members of the department's Executive Team on major policy, program and operational issues affecting DSH-Sacramento Divisions and State Hospitals. Ensures that program projects and initiatives receive prompt and responsive administrative support. Provides policy guidance and advises the Executive Staff and department managers on administrative issues and the implications of proposed administrative actions and policies. Develops, adopts, or recommends adoption of, and implements departmental administrative and operational policies. Leads the statewide Hospital Administrator group to discuss issues impacting hospital operations and best practices.
20%	Advises and consults with the Directorate concerning sensitive, controversial or significant issues which impact departmental policies. Acts as a spokesperson and representative with the Director before the Legislature and in meetings with the Governor's Office, California Health and Human Services Agency, Department of Finance, Department of General Services, Department of Human Resources, mental health service providers, special interest groups, and stakeholders on critical and sensitive administrative services. Participates in, as needed, meet and confers with unions on statewide issues.
10%	Evaluates administrative services support and operations for effectiveness and cost efficiency; proposes and supports administrative solutions for program areas to improve their operations and help them achieve their goals and objectives; directs policy revision and/or development of options; obtains executive management's approval to implement options, and ensures the options are successful. Directs action to maintain compliance with state rules, regulations and laws relating to personnel, accounting, confidentiality of records, budgets, labor relations, procurement and contracting, business services functions and other administrative services functions.
Working Conditions	Telework consistent with DSH Policy Directive 5338 and Admin-OP 5338 may be considered with prior approval from management. If telework is approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or travel throughout California as needed, with prior notice.
Other Job Requirements	Use of technology, including but not limited to Microsoft Office, Teams, WebEx, Zoom, and other virtual platforms is required. Periodic travel to hospital locations.
Other Information	The California Health and Human Services (CalHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. These competencies describe both <i>what</i> the most successful CalHHS leaders do (e.g., plan and execute, solve problems, and make decisions)

and *how* they do it (e.g., through the use of flexibility and interpersonal skills). These competencies are clustered under six CalHHS leadership focus areas and all DSH leaders are expected to exemplify these core competencies: Personal Leadership, Communication, Teamwork, Knowledge, Decision Making and Service.

The incumbent is expected to thoroughly understand DSH's strategic plan and be committed toward the vision, mission, goals, and values. The incumbent leads their team toward accomplishing the DSH goals and individual objectives, driving them toward the vision of caring today for a safe and healthy tomorrow. During daily work, interactions, and decisions, the incumbent must exemplify and adhere to DSH's core values of safety, treatment, responsibility, communication, respect, and empowerment.

DSH 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. DSH facilities operate on a 24-hour, 7 day a week basis and support may be required outside of normal business hours to address emergent issues.

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.

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.

Statement of Economic Interests / Form 700 Requirements:

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. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of

each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

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