

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 8/10/26
Employee Name	Division Administrative Services		
Position No / Agency-Unit-Class-Serial 455-521-4800-001	Unit Health Information Management Department		
Class Title Supervisor I (Health Information Management Director)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID S01	Work Week Group E	Class Ranges
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Management, directly and through subordinate supervisors, of the Health Information Management Department (HIMD) and a health record system that meets medical, administrative, legal, ethical, regulatory agencies, and facility requirements; full responsibility for continuous quality improvement in all Health Information Management Department functions; conduct and/or review analytical studies and surveys; formulate procedures and policies, involving health record systems and applications including, but not limited to, release, access to, and retention schedules of patient health information in compliance with federal and state laws and regulatory agency privacy practices; make recommendations of administrative and health information related problems; review and analyze proposed legislation and advise management on its impact or potential impact; represent the State and department as Custodian of Records or as otherwise assigned to do other related work. Demonstrated ability to act independently with flexibility and tact.			
50%	PERSONNEL MANAGEMENT AND SUPERVISION Plans, develops, directs, supervises and coordinates the daily operation of the Health Information Management Department. Manages health record systems and applications to meet the facility goals, standards of accreditation, third-party payers, and regulatory agency requirements. Develops, reviews, updates, and implements policies and procedures for information handling and dissemination in accordance with professional ethics and in conformity with applicable Federal, State, and local statutes and regulations. Develops, implements, and monitors health record policies. Manages health record data to link clinical data to reimbursement. Develops and maintains health data retention schedules and retrieval systems. Incorporates changes to rules and guidelines into daily operations. Communicates and instructs staff on Federal and State laws, Special Orders, and hospital policies, and monitors compliance. Reviews the performance of all department staff and recommends appropriate action, which may include commendations, adverse action, or other administrative responses. Recruits, selects, and assigns record personnel with consultation from section supervisors. Monitors		

	productivity and quality standards and educates staff accordingly. Supervises and evaluates employee performance and monitors training completion. Assures that all HIMD operations conform to bargaining unit contracts and affirmative action guidelines. Accountable and responsible for mandating a safe work environment.
30%	ADMINISTRATIVE RESPONSIBILITY Develops, implements, and evaluates work procedures in all work areas within the Health Information Management Department. Coordinate and assist staff in the maintenance, billing/coding, and processing of patient medical records. Through leadership and direction, assures that department functions conform to applicable statutes, regulations, and policies of the Hospital, DSH, and relevant governmental agencies as well as State Licensing and The Joint Commission standards. Utilizes best practices in the development and implementation of processes and procedures. Plans, coordinates, and supervises the daily operation of release of information within the Health Information Department. Collaborate with the Privacy Officer to ensure hospital compliance in all areas of the facilities privacy program. Promotes effective interdepartmental teamwork, conducts meetings, develops effective lines of communication and promotes positive staff morale. Ensures resources are appropriate for departmental staff to meet job demands. Establishes, coordinates, and communicates department objectives and goals. Instrumental in developing, implementing, and maintain a complete computerized health record system. Develops methods for and conducts evaluations of health record content.
10%	LEADERSHIP REPRESENTING THE DEPARTMENT Serves as acting supervisor for HIMD. Represents the State and department as Custodian of Records or as otherwise assigned to do other related work. Acts as a resource person for the Hospital for the interpretation of regulations applicable to Federal, State, Medicare, Medi-Cal, and other third-party payer/provider reviews. Member of clinical and administrative committees, including Health Information Management Committee, Policy Management Committee, Emergency Preparedness Committee, and Documentation Management Committee. Initiates and promotes privacy awareness hospital-wide. Develops and promotes services consistent with the DSH mission, vision, and values.
10%	INTERPERSONAL RELATIONSHIPS Promotes and maintains effective working relationships with Hospital Programs/Departments, to include clinical, administrative, and clerical staff. Performs as an effective liaison with public or private persons/agencies providing services to consumers, such as courts, attorneys, insurance companies, other State Hospitals, community hospitals, and DSH Headquarters. Utilizes a high degree of initiative and judgment when dealing with staff and public. Takes initiative to communicate with supervisors and co-workers to ensure that the workflow is smooth, prepares proper documentation when needed, and follows through on problem resolutions. Coordinates

	reporting and billing procedures with DSH Fiscal Systems Branch verifying diagnoses and diagnostic sequencing to maximize reimbursement.
Other Information	Supervision Received: Supervisor II (Ancillary Patient Support Manager) Supervision Exercised: 1.0 Analyst II's, 5.0 Analyst I's, 2.0 Health Record Technician III's (Supervisor), 1.0 Senior Medical Transcriber KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services; 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; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment which is free of discrimination and harassment. 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 departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment. 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 - Plans, develops, directs, supervises and coordinates the daily operation of the Health Information Management Department. - Ability to comprehend regulatory agency requirements and standards and analyze how those requirements affect Hospital functions. TECHNICAL COMPETENCIES - Maintain working knowledge of ADT, PaRTS, Plato Data Analyzer, Microsoft Word, Excel, and Access. LICENSE OR CERTIFICATION – None 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
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	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 I (4800) HIMD

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					