

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

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	RPA #	C&P Analyst Approval	Date
Employee Name	Division Department of State Hospitals		
Position No / Agency-Unit-Class-Serial 502-480-5393-XXX	Unit Enhancement Services Department		
Class Title Analyst II - Comprehensive Adult Student Assessment System (CASAS) Coordinator	Location DSH-Patton		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential
Other			
Under the general direction of the Program Director and direct supervision of the Education Services Program Assistant, the Analyst II organizes and coordinates educational reporting, and works closely with the Education Services Program Assistant on a wide variety of consultative and analytical assignments such as program evaluation and planning; systems development, and training; prepares reports, gathers, tabulates and analyzes data, and makes recommendations on procedures, policies, and program alternatives; has regular direct patient contact when working in the field; has the ability to speak and write grammatically; with good interpersonal skills, time management skills, organizational skills, and computer skills.			
% 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 sheets if necessary).		
45%	- Studies and applies principles, practices, and trends of public and business administration, and management expertise to perform various consultative and analytical tasks within the Educational/Vocational Services Program. - Performs varied and structured, standard, routine and/or recurring analytical tasks within Enhancement Services including but not limited to the areas of structured treatment programs, treatment and therapy scheduling, staffing coverage for group sessions, etc. - Conducts research and analysis and uses independent judgment and discretion to interpret, adapt, and apply statutes, regulations, and policies and procedures to specific situations related to patient treatment programs and outcome. - Makes recommendations on procedures, policies, and program alternatives related to the treatment program. - Reviews and analyzes treatment program alternatives and advises management on the potential impact on the operation of Enhancement Services. - Coordinates Comprehensive Adult Student Assessment System (CASAS) and implements testing including assisting with testing patients; inputs data into the CASAS TOPSpro Enterprise system, a computerized database system to track student progress; generates reports and profiles; manages data for state and federal accountability; updates Entry and Update Records.		



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	• Attends CASAS training as assigned and plans, implements and conducts training of CASAS in-service to other staff when required. • Evaluates record management processes and develops procedures that improve data integrity, security, and compliance with state and federal education requirements of CASAS student records. • Analyzes and formulates monthly and quarterly CASAS data submission and year-end reports to DSH-Sacramento per the Education Services Calendar. • Analyzes trends in overall patient performance for Workforce Innovation and Opportunity Act Title II (WIOA II) grant adherence and reporting.
40%	• Leads in data collection and analysis when requested by state and federal regulatory agencies. • Analyzes the impact of school calendar changes on educational programming, testing schedules, instructional hour compliance, and reporting requirements, and recommends operational adjustments to ensure regulatory compliance. • Act as a co-provider alongside the Special Education provider to ensure instructional compliance and complete Individual Education Plan (IEP) checklist. • Analyzes and formulates Special Education Reports California Longitudinal Pupil Achievement Data System (CALPADS) for Department of State Hospitals (DSH)-Sacramento to meet federal regulations. Maintains the Search and Serve Excel spreadsheets with the assistance of Educational Staff to collect information for the CALPADS to assist with data collection for the monthly CALPADS updates to DSH-Sacramento per the Educational Services Calendar. Formulates monthly, quarterly, and annual data reports to DSH-Sacramento as required. • Assists with Adult Basic Education tracking requirements, preparing final data collection for DSH reporting. • Provides coverage as needed to meet the operational needs of the department.
15%	• Organizes, files, and maintains the security of CASAS student records; maintains safety and integrity of all CASAS testing booklets and supplies according to CASAS specifications. • Attends required department, educational, vocational and hospital mandatory training to continue educational development. • All other duties and special projects assigned consistently with this classification
Other Information	SUPERVISION RECEIVED: Under the supervision of the Program Assistant, Education. May act as a lead. SUPERVISION EXERCISED: None. KNOWLEDGE AND ABILITIES: <u>KNOWLEDGE OF:</u> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and



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methods and techniques of effective leadership. Principles, procedures, and techniques of coordinating a vocational training program; Federal and State laws pertaining to patients in both facility and community settings; California laws and rules pertaining to facility administration; characteristics and social aspects of mental and developmental disabilities; current trends in Federal and State programs for the mentally and developmentally disabled; hands-on knowledge and/or specific expertise related to program content and operations.

ABILITY TO: Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered clients/patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

REQUIRED COMPETENCIES:

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 and vigilance in the identification of safe or security hazards.

AGE SPECIFIC: Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+)

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES: Ability to maintain daily documentation, provide reports to worksite supervisor, Program Management, and others as needed; to work independently; and to demonstrate the knowledge of hospital policies and procedures.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used office material/equipment and the application of office computer software (e.g. Excel, Word and Outlook) as well as specialized programs (WaRMSS, TOPSpro including the use of the accessory machine, OPSCAN 4ES Scantron, and the Educational Records Exchange 'filemaker' software).

LICENSE OR CERTIFICATION: N/A

TRAINING – Training Category – Specific to Analyst II:

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

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WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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

Print Name

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 Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date