

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 574-112-4969-001	Date:
Class: Manager I	Name:
Under direction of the Administrator at the Veterans Home of California-Barstow (Home), the Manager I will supervise, plan, organize, and direct the ancillary functions that provide general facility support and residential services.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Oversee, plan, organize and direct the operational aspects of home ancillary departments which include Human Resource, Plant Operations, Procurement Services, Outside Medical Billing, Patient Benefits, Health and Safety, Domiciliary, Accounting, Chaplain Services, and Contracts. Maintain an ongoing monitoring, auditing, and feedback system to stay in compliance with control agency rules, regulations, and guidelines. Ensure that policies, procedures and practices are in accordance with regulations and standards. Assist with Budget Change Concepts (BCC) and Budget Change Proposals (BCP). Act as signature authority in the absence of the Administrator.
20%	Advise the Administrator on and participate in the development of policies and procedures relating to the provisions of support and residential services to meet program requirements.
15%	Ensure a standard admissions application process is adhered to in accordance with the Military and Veterans Code, and with California Department of Veterans Affairs (CalVet) policy. Ensure that Admissions Services are appropriately directed and utilized in carrying out the Home's mission. Coordinate admissions appeals and hearings. Provide ongoing updated admission and census reports to Home Administration, the United States Department of Veteran Affairs (USDVA), and CalVet Veterans Homes Division as required. Monitor daily census and provide monthly average census data reports.
10%	Attend Executive Meetings as scheduled. Present monthly census and budget reports. Advise the Administrator on Home operation policy matters. Attend Department Manager Meetings as scheduled. May provide training on financial and budgeting protocol to facility supervisors as needed. Attend Resident Town Hall Meetings and other facility meetings, committees, and training as required.
5%	Provide direction to the supervisor of the Medical Records unit who's responsibility it is to monitor and ensure completeness, credibility, and accuracy of the Resident Health Record (RHR). Ensure compliance with the Health Information Portability and Accountability Act (HIPAA) and with patient confidentiality requirements.
5%	Understand and demonstrate principles of personnel management and supervision. Evaluate employee performance and complete probationary reports, annual performance appraisals, and other paperwork required of a department manager and supervisor. Evaluate employee performance and take corrective action using progressive discipline guidelines when improvement is needed.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X	
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Within the home to the various units.			X			
SITTING: Work station, meetings and training.					X	
STANDING: Copy documents; review records		X				
BALANCING:		X				
CONCENTRATING: Review documentation for accuracy; complete forms; monitor work areas for safety; generate reports.					X	
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X	
WORKING INDEPENDENTLY: Manage facility operations and directing the work of departmental staff. Manage the operating budget of the Veteran Home					X	
LIFTING UP TO 10 LBS:					X	
LIFTING UP TO 10- 25 LBS		X				
LIFTING 25-50 LBS :		X				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X	
REACHING: Answer telephone; use a mouse; retrieve documents on desk printer.		X				
CARRYING: Documents, mail and small objects.					X	
CLIMBING:		X				
BENDING AT WAIST: Use copier; access low file drawers.		X				
KNEELING: Access low file drawers.		X				
PUSHING OR PULLING: Open and close file drawers.		X				
HANDLING: Sort through paperwork; distribute office mail.		X				
DRIVING: Business related travel; special events.		X				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X	
WORKING INDOORS: Enclosed office environment.					X	
WORKING OUTDOORS: Special events.		X				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____