

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE

PART A	
Position No: 573-112-4802-002	Date:
Class: Manager II	Name:
Under the direction of the Deputy Administrator, Veterans Home of California, Yountville (Home), the Manager II has full responsibility for developing policies and has decision-making authority in support of the overall mission, objectives, organizational plan, and strategic direction of, Business Services, Medical Records and Scheduling, and Health and Safety and Public Safety. In addition, the Manager II provides strategic support, expert guidance, and creative solutions to Executive and Home staff, while ensuring adherence and compliance with the State of California's civil service laws, rules, and regulations. Responsibilities include but are not limited to:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Plan, organize, and direct through subordinate managers and supervisors the, Business Services, Medical Records & Scheduling, Medical Billing, Safety and Security, and Health and Safety operations of the Home. Provide oversight, supervision and direction of, but not limited to, Electronic Medical Record (EMR), Patient Benefits and Outside Billing, Morale and Welfare (MWR) budgeting, Accounting, Cashiering, and Veterans Services; and Transactions liaison services; Safety and Security, to include Dispatch Service, Public Safety, and Health and Safety. Work closely and cooperatively with agency staff, legal staff, and the public.
30%	Develop, revise, implement, maintain, and evaluate standards and procedures to ensure they are aligned with the Agency's strategic goals and mission. Work closely and cooperatively with agency staff, legal staff, the public, and the Home's staff. Implement and maintain necessary tracking systems. Research, analyze, and develop solutions to the most sensitive and complex operational issues. Perform special projects as requested by Home's Deputy Administrator and the Administrator.
15%	Provide leadership and direction Service Chiefs and supervisors and staff. Conduct regular Manager meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Participate on examination and hiring interview panels. Select and train staff.
15%	Liaison with CalVet Human Resources; coordinate and respond to labor relations issues; assist with time keeping for all Home employees.
5%	Maintain compliance with required Relias Trainings, Fi\$cal and other relevant trainings related to business services, medical records, survey compliance, etc.

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; attend meetings.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.			X		
SITTING: Work station, meetings, and trainings.					X
STANDING: When making rounds in the facility.			X		
BALANCING:		X			
CONCENTRATING: Review/prepare documents and forms for survey; apply rules/regulations pertaining to survey; when needed receive assistance to resolve problems/situations from the SNF Administrator.					X
COMPREHENSION: Understand resident needs; policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance/interaction from staff.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:		X			
LIFTING 25 - 50 LBS:		X			
FINGERING: Push telephone buttons; calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use mouse; retrieve documents from printer/copier.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		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 paperwork; distribute mail.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Walking between buildings, special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage room, 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 _____