

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 5/12/2026
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-547-5393-XXX	Unit Human Resources – Training Department		
Class Title Analyst II	Location Atascadero State Hospital		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID R01	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under direction of the Supervisor I (Training Manager), the Analyst II performs a broad range of consultative and analytical studies related to training such as program planning, organization, and evaluation; policy analysis and formulation; annual training requirements; Departmental policies and State regulations; proposed legislation; and makes recommendations on a broad spectrum of administrative and program-related problems.			
20%	New Employee Orientation Coordinator Coordinate the New Employee Orientation (NEO) Process Develop complex orientation calendars and schedules; assist NEO Instructors; resolve scheduling conflicts, evaluate classes, and implement appropriate changes; monitor and document new employee attendance and compliance ; provide room/equipment set up; and address new employee issues/concerns; Distribute Personal Duress Alarm System (PDAS) to new employees after auditing completion of PDAS training. Develop curriculum and teach classes as directed i.e., New Employee Orientation, Cardiopulmonary Resuscitation (CPR), and other appropriate classes within the Training Department. Integrate new changes in information, policies, and procedures into classroom instruction.		
20%	Learning Management System (LMS) Database Administration Manage, organize and evaluate any LMS to register staff, deliver training, and track compliance. Develop and design LMS to meet the required tracking of staff training and streamline the delivery of training services I. Provide training to Supervisors, Managers, and Training Coordinators on how to utilize the LMS. Monitor LMS to ensure compliance with control agency requirements and make recommendations to management to improve overall compliance. Perform regular compliance audits and provide compliance reporting throughout the hospital.		

	Troubleshoot and give feedback on different LMS issues.
15%	Provide classroom instruction Coordinate, plan, and provide assistance in teaching staff development training courses, to include 40-hour Analyst Certification Program (ACP), soft skill classes in the 80-hour Supervisor Development Program (SDP), Cardiopulmonary Resuscitation (CPR), Career Development classes, and Leadership classes. Maintain a Training for Trainers (T4T) Certification
15%	Curriculum and Policy Research and Design Develop, implement, and evaluate existing and recommended training programs and lesson plans. Maintain tracking of lesson plan renewals to ensure classes are being kept up to date yearly; Track Curriculum Vitae for instructors and ensure they are kept up to date on an annual basis. Perform research; make recommendations based on the research; design and develop training for in-house delivery of training courses; Write the instructor text for training courses; Develop student exercises for use during the training courses; Create graphics and text for PowerPoint presentations for use during the training course. Interpret regulations and policies for impact on departmental operations; make recommendations on related departmental policies.
10%	Establish and maintain the department Career Development Programs: Upward Mobility Program and 20/20 Programs. In accordance with Administrative Directive (AD) 922, oversee 20/20 sponsorship programs. Work with Position Control, the Executive Team, and the Employment Office to prepare and advertise 20/20 Program Memorandums. Prepare contractual agreements specifying the conditions and obligations of program participants. Track and monitor program participants, completion statistics, and any other relevant data. Provide data for the hospital-wide Quarterly Training Report.
10%	American Heart Association (AHA) Liaison and Training Center Coordinator Liaison and Training Center Coordinator to the AHA ensuring guidelines for Basic Life Support (BLS) are followed at DSH-Atascadero (DSH-A). Coordinate with all AHA Instructors regarding updated information on any related policy changes in AHA. Track renewals and classes taught by BLS Instructors at all Training Centers under DSH-A. Procure and track BLS cards and First Aid cards for Training Centers. Monitor supplies and contracts for AHA; order supplies to maintain BLS training documents and working mannequins, AEDS, and other required supplies. Review AHA classes to ensure student ratios and regulations are being adhered to in accordance with AHA guidelines.

5%	Data Entry and Program Analysis Supervisory and Leadership Training: Monitor and track Supervisory and Leadership training hours to maintain compliance with control agency requirements. Provide guidance to new Supervisors on training requirements and enrollment in Supervisory Development Program (SDP). Track Leadership hours for Supervisors for completion/compliance of required 20 hours, every two years. Report compliance rates to management monthly or as needed. Quarterly Report: Prepare Quarterly Report for Training Department Calculate total number of training hours received by each discipline, produce bar graphs depicting department, program, and hospital-wide training compliance levels. Calculate total number of core classes administered for the report. Report on positive/negative compliance for each Department.
5%	Other duties as assigned. Complete assignments and special projects within designated timeframes. Be aware of and practice safety precautions. Report potential hazards to supervisor and take necessary action to prevent injury to self and others.
Other Information	Supervision Received: Supervisor I (Training Manager) Supervision Exercised: May act in a lead capacity over clerical staff (Office Technician) KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization, and methods and techniques of effective communication and leadership. 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; 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, and coordinate the work of others, act as a team leader, and appear before legislative or other committees. 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 Act as a team leader during program development and evaluation; have good organizational skills as well as written and verbal communication skills; and have excellent computer proficiency. Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Knowledge and use of Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and Intranet. TECHNICAL COMPETENCIES Proficiency in use of equipment (i.e., Learning Management System, Blackboard, Access, personal computer, e-mail, classroom equipment, etc.) LICENSE OR CERTIFICATION N/A
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	TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. 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 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
Analyst II (5393) HR-TRAINING

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 (Act as Lead)			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					