

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Forensic Services Division		
Position No / Agency-Unit-Class-Serial 461-400-4800-002		Unit Evaluation and Forensic Services		
Class Title Supervisor I		Location Sacramento		
Subject to Conflict of Interest Yes No		CBID S01	Work Week Group: E	Pay Differential No
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under direction of the Supervisor II, and in the capacity of a Supervisor I is responsible for the overall management, operational activities and workload of the Incompetent to Stand Trial (IST) Re-Evaluation Program of the Forensic Services Division. Incumbent may be subpoenaed to testify in court.				
Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).				
% 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 sheet if necessary).			
40%	<u>Program Management:</u> Provide oversight of IST scheduling, case management and budget activities. Advise the Supervisor II, Senior Management and/or staff on a wide range of program and fiscal issues, such as, but not limited to; expenditure and capacity projections, problem areas, recommendations for resolutions and unsuitable use of resources. Assign and review work to staff that are responsible for coordinating evaluations pursuant to Penal Code (PC) Section 1370, requesting additional criminal information from local law enforcement and entering findings into the program's database. Ensure that staff schedules evaluations, identify PC1370 report information and enter data into the program's database timely and accurately.			

25%	<u>Personnel Management:</u> Supervise professional staff in the performance of program, administrative and fiscal duties related to IST Re-Evaluation Services. Provide input and guidance for complex issues that occur when dealing with administrative, program and fiscal matters. Evaluate job performance and initiate progressive discipline and/or corrective action, as necessary. Provides training and staff development. Conduct staff meetings.
15%	Develop, administer and implement program policies and procedures necessary to ensure the effective, efficient and consistent delivery of IST Re-Evaluation program services. Manages completion of special projects related to a variety of complex scheduling and case management issues. Consult with and advise administrators and interested parties on a wide variety of subject matter areas in relation to the IST program. Establish and maintain project priorities.
10%	Represent the IST Re-Evaluation Program in public meetings, stakeholder meetings, advisory committees and multi-departmental meetings. Prepares documents, reports and other materials for presentations to management, control agencies and other entities.
10%	Other duties as assigned, appropriate to the classification.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be explicit or graphic in nature and is expected to maintain confidentiality at all times. This position reports to the Allenby Building in Sacramento County. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to

	consistently provide exceptional customer service to internal and external customers. 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's 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
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