

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 5/18/2026
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-461-5157-708	Unit Forensic Services		
Class Title Analyst I (Forensics)	Location Department of State Hospitals - Atascadero		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group 2	Class Ranges A, B, C

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the Chief/Deputy Chief of Forensics, the Analyst I independently performs a variety of complex analytical duties to support the clinical evaluation section of Department of State Hospitals – Atascadero (DSH-A) Forensic Services Department in an accurate and timely manner. Incumbent performs technical analytical staff services assignments such as preparing reports, tracking data, and managing referrals. Maintain, interpret, and process individual case records and perform other related duties. Must be able to read and interpret California Penal Codes; Welfare and Institution Codes; Case Law and Court Orders. Incumbent may be subpoenaed to testify in court.

50%	<u>Monitor and track forensic referrals as they are submitted to the Forensic Services Department, as well as any referrals submitted for evaluation coverage</u> by DSH-Sacramento or DSH-A Contract Psychologists/Psychiatrists. Manage and track referrals for each commitment type, assign case coverage, and communicate with Senior Psychologist Supervisor regarding coverage needs. Liaison with DSH-Sacramento and County Jails in coordination of interviews of pre- and post-trial patients. Notify clinical treatment teams and staff managing interviews of weekly schedule. Review case records to determine which records evaluators will require to complete assigned evaluation and provide said documents expeditiously. Assess civil service workload in collaboration with Legal desks and management to ensure equitable distribution of assignments and to appropriately utilize contract evaluators in accordance with policy. Coordinate with Legal desks, DSH-Sacramento, forensic evaluation staff, and clinical treatment teams to communicate scheduling of evaluations and case coverage, as well as to communicate any time sensitive/critical cases and triage caseload concerns (i.e., reassignment of cases). Maintain contact lists for evaluators and clinical treatment teams. Maintain resource with forensic evaluator case assignments for all commitment types.
20%	<u>Processing of legal and medical records/documents</u> Learn, understand, retain and recall a broad range of highly technical data and apply it to individual cases. Analyze and interpret Forensic evaluator reports and BPH and court orders. Recognize and request corrections for discrepancies as needed.

10%	<u>Coordination of Contractor Billing Process</u> monthly invoices in accordance with department practices to ensure correct billing amounts including validation of billings submitted by contract evaluators and process through DSH-A Accounting. Track cases assigned to and completed by contractors to ensure accurate billing.
10%	<u>Tracking of Sex Offender Risk Assessments</u> Maintain an accurate detailed database for tracking and reporting to the Department of Justice (DOJ) for the State Authorized Risk Assessment Tool for Sex Offenders (SARATSO) criminal history reporting for discharging patients pursuant to Sex Offender Registrant Act (PC 290). Report annually to the DOJ on all SARATSO scores for patients who discharge from DSH-A.
10%	Employ office organizational skills to assist with departmental duties. Provide training of new employees as needed for selected staff within the department. Other duties as assigned, appropriate to the classification.
Other Information	Supervision Received: Senior Psychologist Supervisor (Forensic Services) Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: 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 methods and techniques of effective conference leadership. ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; analyze data and present ideas and information effectively both orally and in writing; 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; coordinate the work of others, act as a team conference leader; and appear before legislative and 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

- Ability to read and interpret California Penal Codes; Welfare and Institution Codes; Case Law and Court Orders.
- Provide consultation, recommendation and technical advice on complex forensic issues.
- Serve as liaison for all State Hospitals, DSH, CDCR, BPH, and Courts on complex admission and discharge processes.
- Communicate at a level required for successful job performance.

	TECHNICAL COMPETENCIES • Query Databases and Report writing. Analyze data, trends and situations. Ability to reason logically and develop solutions. • Understand and apply hospital policies and procedures, through Policy Management participation, to ensure compliance with Forensic Services policy practice and procedure. • Able to use a Personal Computer with Windows operating system. Use of computerized databases (e.g., Access, Excel, power point, etc.) • Ability to write clear, accurate, professional administrative reports. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. 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 I (5157) Forensics - Evaluations**

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	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					