

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

|                                                                                                                   |                                    |                                     |                         |              |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------|-------------------------|--------------|
|                                                                                                                   | <b>RPA #</b>                       | <b>C&amp;P Analyst Approval</b>     | <b>Date</b>             |              |
| <b>Employee Name</b>                                                                                              | <b>Division</b><br>Human Resources |                                     |                         |              |
| <b>Position No / Agency-Unit-Class-Serial</b>                                                                     | <b>Unit</b><br>Compensation Unit   |                                     |                         |              |
| <b>Class Title</b><br>Analyst I                                                                                   | <b>Location</b><br>Patton          |                                     |                         |              |
| <b>Subject to Conflict of Interest</b><br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <b>CBID</b><br><b>R01</b>          | <b>Work Week</b><br><b>Group: 2</b> | <b>Pay Differential</b> | <b>Other</b> |

Under the general direction of the Human Resources Compensation Manager, Supervisor I, the Analyst I (Disability Analyst) will have responsibility for processing, monitoring, coordinating, and maintaining employee non-work related leaves, including but not limited to state disability insurance (SDI/NDI) in coordination with Employment Development Department (EDD), as well as request various pays and processing of SDI/NDI, FMLA, and catastrophic leave. The analyst will process and perform a variety of personnel/payroll functions, including but not limited to appointments, separations, transfers and promotions; processes pay and overtime; and posts leave on the California Leave Accounting System (CLAS). This position is required to respond verbally and in writing to any personnel department questions by current and new staff; and perform all customer service functions of the personnel office.

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| <b>% of time performing duties</b> | <p><b>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). Essential functions are highlighted in bold.</b></p> <p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 45%                                | <p><b>Under supervision, responsible for facilitating the state disability insurance and other leaves for ill or injured employees.</b> Review, analyze, and monitor employee non-work related long-term leave, disability insurance claims, and an assigned caseload to evaluate case/pay status, identify issues requiring action, ensure compliance with applicable laws, regulations, Memoranda of Understandings (MOUs), policies and procedures, and recommend appropriate course of action. Monitor and update industrial cases to ensure appropriate forms and documents are completed/processed timely, and accurate pay and benefits are administered. Process employee benefit forms (e.g., non-industrial disability, state disability insurance, live and long-term disability insurance, etc.).</p> <p><b>Collaborate with key stakeholders to ensure employee inquiries are responded to, provide information/application packets to ill/injured employees, and ensure notification of new cases, updates or changes are sent as appropriate.</b> Attend monthly meetings to review and discuss individual cases to ensure staff are in a selected leave option at all times.</p> |

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|     | <p><b>Research, review, apply, and maintain control agency manuals, memos, pay letters, policies and procedures (e.g., Personnel Action Manual, PMPPM, benefits manual, CalHR policies, HR net, pay scales, and pay letters, etc. Interpret and apply State and Federal laws, regulations, and bargaining unit language related to the applicable entitlements.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 25% | <p><b>Responsible for the processing and keying of various personnel documents for assigned roster of employees.</b> Makes independent decisions regarding numerous personnel transactions (including salary determinations), in accordance with various laws/rules/policies and MOU. Initiates and keys appropriate documentation for overtime payment. Processes employees' holiday and shift differential pay, if appropriate. Processes employee docks and a variety of special pays. Processes payroll documents for regular salary, overtime, shift, Medical Officer of the Day (MOD), incentive pay, uniform allowance, etc.</p> <p><b>Ensure employee entitlements are identified and applied, which includes calculating appropriate leave usages; updates the California Leave Accounting System (CLAS) database to maintain accurate leave balances. Ensure employees on a temporary separation are returned timely and accurately to active pay status.</b></p> <p><b>Process garnishments and levies, research and monitor collections, establish accounts receivables and prepare salary advances. Reconcile payroll with payroll request documentation and clear salary advances and accounts receivables.</b> Prepare and process lump sum calculation calendar and payments.</p> <p><b>Update employment history by processing appointments, separations, and miscellaneous employee changes (e.g., bilingual pay, alternate pay range changes, etc.).</b></p> |
| 15% | <p>Monitor and track pay letters and pay differentials issued from the State Controller's Office. Communicate impact to department and/or individual staff to management and staff as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5%  | <p>Provide support and back-up to transactions staff to ensure personnel/payroll/benefit transactions are processed and completed in accordance with State personnel/payroll/benefit guidelines.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5%  | <p>Other duties as assigned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <p>Required Competencies</p> | <p><b>SUPERVISION RECEIVED:</b><br/>Under the supervision of the Compensation Manager. May also receive instruction from the Personnel Supervisor I, Personnel Officer, and/or Human Resources Director.</p> <p><b>SUPERVISION EXERCISED:</b><br/>This position does not supervise others.</p> <p><b>KNOWLEDGE OF:</b><br/>Personnel and Human Resources principles and procedures; payroll certifications processes and procedures of the State of California and related laws, rules, and regulations; principles, practices, and trends of public and business administration, personnel analysis, including office methods and procedures; research and data gathering techniques to compile information for projects and assignments; confidentiality and security requirements regarding sensitive and personal information; basic arithmetic computations (e.g., addition, subtraction, multiplication, division, percentages, etc.) to calculate numeric data.</p> <p><b>ABILITY TO:</b><br/>Apply personnel principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, concise reports; present ideas and information effectively both orally and in writing; make sound decisions and recommendations regarding professional human resources problems; establish and maintain cooperative relations with those contacted in the work; speak and write effectively. Must demonstrate sound judgement when interacting with all levels of management and staff, work within strict deadlines. Must be able to act independently and take initiative.</p> <p><b>RESPONSIBILITY FOR DECISIONS:</b><br/>The incumbent is responsible for effectively, accurately and timely performing the most complex of personnel and payroll processes. Poor performance in carrying out these tasks can result in employees being paid incorrectly, monetary penalties to the Department for payroll grievances, employees dissatisfied with Human Resources' customer service, loss of credibility, legal ramifications, increased grievances, and lawsuits.</p> <p>The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information.</p> <p><b>TECHNICAL PROFICIENCY (SITE SPECIFIC)</b><br/>This position utilizes various office equipment and computers. Proficient in usage of desktop computers/laptop computers, and accompanying equipment, such as printers, faxes, scanners. Proficient in usage of other</p> |
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|                          | <p>office equipment, including telephones, printers, shredders. Maintenance of identified claims management system. Proficiency in the use of Microsoft Office applications including but not limited to Word, Excel and Outlook. Required to use State Controller's Office computer systems to enter various payroll and benefit data (PIP, PIMS, CLAS, CSP, etc.).</p> <p><b>ANNUAL HEALTH REVIEW:</b> All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p><b>INFECTION CONTROL:</b> Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p><b>HEALTH AND SAFETY:</b> Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p><b>THERAPEUTIC OPTIONS/STRATEGIES AND INTERVENTIONS (TO/TSI)</b><br/>Applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior (TSI).</p> <p><b>CULTURAL AWARENESS:</b> Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p><b>RELATIONSHIP SECURITY:</b> Demonstrates 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.</p> |
| License or Certification | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Training                 | <b>The employee is required to keep current with the completion of all required training.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Other Information        | <p><b>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.</b> The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|  | <p>All employees are required to work any shift and schedule in a variety of settings and security areas 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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>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).</p> |                                                |
|  | <hr style="width: 80%; margin: 0 auto;"/> Employee's Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <hr style="width: 80%; margin: 0 auto;"/> Date |
|  | <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
|  | <hr style="width: 80%; margin: 0 auto;"/> Supervisor's Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <hr style="width: 80%; margin: 0 auto;"/> Date |
|  | <hr style="width: 80%; margin: 0 auto;"/> Reviewing Supervisor's Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <hr style="width: 80%; margin: 0 auto;"/> Date |

Physical Requirements of Position  
**Analyst I**

| Activity                                              | Never/Rarely<br>< 5 min. | Infrequently<br>5-30 min. | Occasionally<br>31 min.-2.5<br>hrs. | Frequently<br>2.5-5.0 hrs. | Constantly<br>> 5 hrs. |
|-------------------------------------------------------|--------------------------|---------------------------|-------------------------------------|----------------------------|------------------------|
| Interacting / communicating: Face-to-face with public |                          |                           |                                     | X                          |                        |
| By phone with public                                  |                          |                           |                                     | X                          |                        |
| With inmate, patients, or clients                     | X                        |                           |                                     |                            |                        |
| With co-workers                                       |                          |                           |                                     |                            | X                      |
| Supervising staff                                     | X                        |                           |                                     |                            |                        |
| Lifting/Carrying                                      |                          |                           | X                                   |                            |                        |

| Activity                                         | Never/Rarely<br>< 5 min. | Infrequently<br>5-30 min. | Occasionally<br>31 min.-2.5<br>hrs. | Frequently<br>2.5-5.0 hrs. | Constantly<br>> 5 hrs. |
|--------------------------------------------------|--------------------------|---------------------------|-------------------------------------|----------------------------|------------------------|
| 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<br>shoulder)                     |                          |                           |                                     | X                          |                        |
| Reaching (below<br>shoulder)                     |                          |                           |                                     | X                          |                        |
| Pushing & Pulling                                |                          |                           | X                                   |                            |                        |
| Power Grasping                                   |                          |                           | X                                   |                            |                        |
| Handling (holding, light<br>grasping)            |                          |                           |                                     | X                          |                        |
| Fine fingering (pinching,<br>picking)            |                          |                           | X                                   |                            |                        |
| Computer use (keyboard,<br>mouse)                |                          |                           |                                     |                            | X                      |
| Walking on uneven<br>ground                      |                          |                           | X                                   |                            |                        |
| Driving                                          |                          | X                         |                                     |                            |                        |
| Operating hazardous<br>machinery                 | X                        |                           |                                     |                            |                        |
| Exposure to excessive<br>noise                   | X                        |                           |                                     |                            |                        |
| Exposure to extreme<br>temp.                     | X                        |                           |                                     |                            |                        |
| Exposure to dust, gas,<br>fumes, or<br>chemicals | X                        |                           |                                     |                            |                        |

| Activity           | Never/Rarely<br>< 5 min. | Infrequently<br>5-30 min. | Occasionally<br>31 min.-2.5<br>hrs. | Frequently<br>2.5-5.0 hrs. | Constantly<br>> 5 hrs. |
|--------------------|--------------------------|---------------------------|-------------------------------------|----------------------------|------------------------|
| Working at heights | <b>X</b>                 |                           |                                     |                            |                        |