

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: DF	Date: 8/26/26
Employee Name		Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-500-1139-003		Unit Medical Staff Office		
Class Title Office Technician (Typing) – Medical Staff		Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R04	Work Week Group 2	Class Ranges
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under direction of the Supervisor I (Medical Staff), performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.				
30%	Prepare, compose, and type correspondence and other documentation for the Medical Staff utilizing various computer programs (e.g., Microsoft Word, Access, Excel, etc.). Demonstrate excellent interpersonal skills to communicate effectively with staff and the public. Using the Concur Travel Store, coordinate and assist with travel arrangements for the Medical Staff, including the preparation of Travel Authorization Requests and other travel/training documents. Process travel and license reimbursement requests using CalATERS. Receive, screen, and route telephone calls; take messages, provide information, and refer to the appropriate staff. Maintain and be familiar with Administrative Directives and other hospital policies and procedures. Keep abreast of Medical Staff policies, Bylaws, and Rules.			
30%	Coordinate, schedule, prepare, and distribute agendas and minutes for Medical Staff committees as assigned. Works closely with the Chief of Staff and Medical Staff committee chairs to gather data for various meetings.			
20%	Assist the Continuing Education Coordinator with preparing, analyzing, and compiling data for various Continuing Education seminars offered to the Medical Staff. Liaison with accrediting facilities and local Training Department to coordinate CEU/CME credit distribution to staff.			

	Complete data entry using Excel spreadsheets, Plato, Access Databases, Training Database, etc. while maintaining confidentiality. Maintain Medical Staff meeting attendance tracking spreadsheet. Maintain confidential credentialing, personnel, and administrative files including minutes and correspondence.
10%	Prepare daily employee sign-in sheets. Assist staff with recording time usage on Standard Form 634 and perform other related timekeeping tasks for the Medical Staff. Act as a liaison to the applicable Personnel Specialists. Coordinate required annual training for Medical Staff employees. Responsible for the coordination and completion of Annual Performance Evaluations and Probationary Reports for Medical Staff including documentation of privileging dates, required training, annual health screenings, and license verification. Maintain Medical Staff Hallway office supplies, ensuring low stock items are ordered in a timely manner from the Warehouse. Procure essential items from outside vendors when not available in the storeroom. Collect and distribute mail to appropriate staff members.
10%	Provide back up to the Medical Staff Analyst I (Auditing Coordinator) in assigning and tracking all Therapeutic Review Committee consults and forwarding to appropriate departments or individuals. Compile information for compliance reports, Governing Body reports, and various other reports as needed. Provide back up to the Medical Staff Analyst I (Credentialing Coordinator) in preparing credentialing, hiring, and interview packets for the Medical Staff, coordinate orientation for new staff. Assist Supervisor I (Medical Staff), Chief of Staff, Analyst II (Medical Staff Coordinator), and others with various special projects or requests from administration.
Other Information	Supervision Received: Supervisor I (Medical Staff) Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

ABILITY TO:

Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and spelling; communicate effectively; provide functional guidance.

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 • Knowledge of Medical Staff Bylaws and Medical Staff Rules as they pertain to the Medical Staff. • Credentialing and privileging procedures for Medical Staff clinicians. • Knowledge of Department of State Hospitals hiring procedures for Medical Staff clinicians. TECHNICAL COMPETENCIES • Ability to operate various computer programs (e.g., Microsoft Word, Access, Excel, PowerPoint; Internet Explorer, Outlook, Plato, Concur, CalATERS, etc.) 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
OT, Typing (1139)
Medical Staff

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					