

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division		
Position No / Agency-Unit-Class-Serial 480-150-5393-xxx		Unit		
Class Title Analyst II		Location Standards Compliance		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID	Work Week Group:	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Supervisor I the Analyst II is responsible for performing complex technical duties in various mental health programs. May be required to independently revise existing policies and/or develop new policies and procedures with input and review from the Supervisor I.				
% 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%	Uses Statistical and other tools for analysis of information flow and outcome evaluation. Uses various applications in the Microsoft Suite of applications to aggregate data, develop information based on available data, and develop reports with graphic data presentations. Develops and maintains expertise in assigned function: risk management or performance improvement. Demonstrates knowledge of and serves as a resource to staff on Title 22, Federal Certification and Joint Commission standards, including preparation and activities to assist the facility to maintain survey readiness.			
25%	The Analyst II works independently or as a leader or facilitator for work groups for policy analysts and development. Oversee projects or lead small staff groups in assignments for assigned areas of function.			
30%	Frequent use of Microsoft Word/Excel in data entry and report writing for the various databases is necessary. Communicates positively and effectively with the team, unit staff, and program management. Demonstrates the ability to maintain professional relationships with peers and managers and to assist them with problem solving. Varied work-related projects as assigned by the Standards Compliance Director including but not limited to conducting audits on various hospital issues; fulfill special requests for information; serve as project leader as needed; maintain familiarity with current activities, emerging issues and future plans related to Performance Improvement.			

5%	Perform other duties as assigned such as varied-work related projects as assigned by the Executive Director, the Standards Compliance Director, or the Supervisor I.
Other Information	SUPERVISING RECEIVED: Supervisor II, Standards Compliance Director SUPERVISING EXERCISED: The Analyst II position is non-supervisory but may act as a project leader or as a lead person over a small group of equivalent or lower-level positions. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principals and practices of public administration, and budgetary preparation and control; methods of clinical treatment of mentally disabled clients; mental health planning and procedures; social aspects of mental and emotional disturbances and mental deficiency; current trends in mental health, public health, public welfare, and governmental budgeting. ABILITY TO: Work with community or forensic mental health administrators to improve mental health services; analyze situations accurately and take effective action; develop cooperative working relationships with community or forensic mental health administrators and health professionals; interpret mental health related laws and their application to program situations; work effectively with clients; communicate effectively. REQUIRED COMPETENCIES: ANNUAL HEALTH REVIEW: 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 can safely perform their essential job functions. INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment. HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively. RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in

the work area; takes effective action and monitors, per policy and suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:

Maintains and safeguards the privacy and security of Patients' protected Health Information and other individually identifiable health information, whether paper, electronic, or verbal in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Knowledge in WaRMSS, Incident Management, Treatment Planning process, and auditing. Demonstrate the ability to plan, deliver, and document individualized and group teaching to staff members and individuals.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of Microsoft Word, Microsoft Excel. Power Point PLATO software, Email, and internet.

LICENSE OR CERTIFICATION: Not Applicable

TRAINING: Training category D The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS:

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences
- Maintain professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public.
- The work entails routinely encountering patients and interacting with staff throughout the facility; thus, sensitivity and tolerant even temperament is required.
- 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). ____{{Signature1}}____ Employee's Signature Date __{{Date1}}____ I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. ____{{Signature2}}____ Supervisor's Signature ____{{Date2}}____ Date