

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 2/17/2026
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-543-5157-012	Unit Human Resources – Return to Work		
Class Title Analyst I – Pre-Employment Coordinator	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group 2	Class Ranges A-C
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the supervision of the Supervisor I, the Analyst I facilitates the pre-employment medical examination process for all civil servants and contract applicants. The Analyst I ensures compliance with CalHR, Public Health and facility requirements. The Analyst I performs complex analysis of medical examination results and hiring rules to ensure appropriate hiring determinations are made. SSA performs these duties with the expectation to consistently exercise a high degree of initiative, independence, confidentiality, and timeliness.			
40%	Responsible to oversee the pre-employment medical contract and examination process for all civil service and contract applicants. Works with medical provider to ensure contract requirements are fulfilled and DSH-A is provided with adequate and timely services. Intervene and provide recommendations and solutions relating to the pre-employment contract services when necessary. Reviews Duty Statements, Job Duty Analysis, CalHR Specifications, Special Orders, and other relevant laws, rules, and policies to determine appropriate pre-employment medical examination requirements for DSH-A applicants. Ensures contracted medical provider has all required forms and examination material required for each applicant. Periodically reviews hiring requirements to ensure current practices are following relevant laws, rules, etc. Schedules and provides detailed verbal and written instructions for applicants on pre-employment process. Provides consultation and expert advice to hiring managers and supervisors. Monitors timeframes to ensure timely hires and follows up with applicants and contracted medical provider regarding delays. Maintains confidentiality regarding medical examination and substance abuse test results.		
40%	Provides final review of completed medical examinations ensuring components of the examination are complete and all requirements are met to approve or disqualify applicants for hire. Ensures timely notifications of completed physicals are made. Tracks timeframes and provides statistics to RTW Manager. Thoroughly analyzes medical examination results to ensure applicants are deemed by the medical provider to be safely and effectively able to perform the essential		

	functions of the position they're being hired for, and that they meet all facility requirements in relation to COVID-19 vaccinations. Works with medical provider to determine understanding of incomplete or failed medical examinations and formally notifies applicants in writing of DSH- A intent to disqualify for hire based on incomplete or failed medical examination results. Works with Equal Opportunity Office (EEO) and provides applicants with EEO – Reasonable Accommodation information when necessary. Informs applicants of their available appeal rights and response timeframes. Works with medical provider to arrange subsequent medical reviews of failed or incomplete medical examinations. Provides final determination of subsequent medical reviews to the applicants, hiring managers, and Position Control. Maintains detailed notes in shared databases regarding hiring timeframes, progress towards hire, pending deadlines, etc.
20%	Makes recommendations to RTW Manager regarding hospital policies and procedures to ensure compliance with various laws, rules and regulations as it relates to pre-employment medical examination requirements. Attends workgroups, meetings and trainings relating to pre-employment requirements. Monitors contracted services and costs, and reviews and approves monthly invoices.
Other Information	Supervision Received: Supervisor I (Return to Work Manager) 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. ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; 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. 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 In depth Knowledge of Personnel policies, laws, rules, and regulations as they pertain to pre-employment medical examination requirements. Facilitate the pre-employment medical requirement processes and provide ongoing training/support to applicants, supervisors, and administration regarding these processes. TECHNICAL COMPETENCIES Monitor the pre-employment examination process to ensure timely and appropriate hires. Maintain compliance of pre-employment laws, rules and policies. Maintenance of the Pre-Employment database, including providing statistical data regarding requirements and timeframes to the RTW Manager. LICENSE OR CERTIFICATION N/A
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	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) RTW Pre-Employment Coordinator

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					