

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS
DSH-NAPA**

JOB CLASSIFICATION: ANALYST I

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Participates in analytical studies of organization, procedures, budgetary requirements, personnel management; gathers, tabulates, and analyzes data; draws organization, workload, and other charts.

30% Assist with evaluation of compliance with standards and regulations. Track and monitor for completion of plans of correction. Identify patterns or trends in compliance with regulations. Recommend actions or solutions where improvement is needed.

20% As a member of work groups and committees, research literature, review and compare policies, develop information and process flow diagrams and prepare reports.

20% Assist with development of audit criteria. Abstract and aggregate data based on criteria. Prepare routine reports of findings. Utilizing MS Excel present graphic display of data in format appropriate for the data set.

15% Under the direction of the Standards Compliance Coordinator assist with survey readiness and escorting of surveyors. Documenting and reporting on survey events including follow-up with requests for information and documentation.

5% Other duties as required.

0 % **SITE SPECIFIC DUTIES**
None.

10 % **TECHNICAL PROFICIENCY**
Ability to utilize the fundamental processes in Microsoft Office products

2. SUPERVISION RECEIVED

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The Analyst I functions under the supervision of the Data Management Supervisor (Supervisor I).

3. SUPERVISION EXERCISED

The Analyst I does not exercise supervision.

4. 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; governmental 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.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

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The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public; and,
- Comply with hospital policies and procedures

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. 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.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date