

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval FA	Date 9/2/2026
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-511-5393-800		Unit Data Management Unit		
Class Title Analyst II		Location Standards and Compliance		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R01	Work Week Group: 2	Pay Differential N/A
Other				
Under the direction of the Supervisor I, the Analyst II performs complex technical analytical assignments in the Standards Compliance Department Data Management Unit. The Analyst II utilizes data-driven knowledge to collect, store, track, analyze, and report information.				
% 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%	<u>ESSENTIAL FUNCTIONS</u> Displays proficiency in Microsoft Excel, Outlook, Word, PowerPoint, SharePoint, Visio, and databases management. Performs data collection, entry, and analysis. Uses Excel spreadsheets and/or other computer software to create, compile, compute, organize, and present data and statistics for use in reports and other tracking activities. Derives insights and trends from analyses for performance improvement efforts. Must have strong oral and written communication skills. Employs office organizational skills to assist with departmental duties, write memos, issue papers, and reports, as requested. Utilizes data proficiencies to make recommendations to the Supervisor I on a broad spectrum of program related issues. Assists in the planning and preparation of enterprise data standardization and cleansing efforts for existing legacy applications that will be retired or integrated with the Electronic Health Record (EHR) solution. Develops data collection and quality improvement reports, legacy system trackers, and crosswalks between legacy systems and the EHR. Exhibits professionalism and confidentiality when dealing with sensitive patient information.			
20%	Employs computer skills necessary to complete data entry, tracking, and retrieval, as well as other information as appropriate, for analysis and reports. Organizes and compiles data and information into reports to ensure accurate and clear documentation. Summarizes and presents data and reports to management and/or the Supervisor I that supports hospital, departmental, and regulatory requirements as outlined in policies and procedures, and/or other regulations and policies.			

	Provides analytical support for the development and monitoring of edits to policies, procedures, reports, and various other types of correspondence for a variety of executive, management, and hospital workforce audiences. Recommends changes to policies and/or procedures as needed or required as directed by the Supervisor I. Reports on monitoring progress of projects, tasks, and other assignments to the Supervisor I.
20%	Distributes reports and collects data on follow-up issues impacting data quality for the EHR or other systems as assigned by the Supervisor I. Follows up on EHR and program-related issues in a timely manner with the Supervisor I. Reviews reports, audits data, and conducts studies for data integrity and compliance with policies and procedures. Assists in the provision of audit and monitoring findings to the appropriate departments, committees, or administrators. Continually analyzes data sources and systems to ensure validity and reports discrepancies to the Supervisor I. As applicable, makes recommendations for program-related problems with data integrity, validity and reliability. Recommends data collection alternatives or improvements as needed to assure data integrity, consistency, and compliance.
15%	Provides technical assistance, recommendations, and consultation to appropriate unit staff/departmental management as authorized by the Supervisor I. In collaboration with the EHR team, provides hospital training and support to staff regarding EHR-related changes to various data collection systems and methodologies. Creates job aids and desk manuals on EHR-related activities and other assigned tasks for future reference and training purposes.
5%	<u>MARGINAL FUNCTIONS</u> 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	SUPERVISION RECEIVED Under the general direction of the Supervisor I (Data Unit Manager) SUPERVISION EXERCISED N/A

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; and government functions and organization; methods and techniques of effective conference leadership. Arithmetic, spelling, grammar, punctuation, and modern English usage.

ABILITY TO:

Creatively and logically reason and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; effectively analyze data and present ideas and information visually, 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 regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, dashboards, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

SPECIAL REQUIREMENT

ABILITY TO:

N/A

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to, working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

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

CULTURAL AWARENESS

Demonstrates awareness and practice sensitivity to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Familiar with performance improvement and risk management principles and methodologies.
- Comply with hospital Administrative Directives, policies, and procedures.
- Exhibit professionalism and confidentiality when dealing with sensitive patient information.
- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Ability to perform efficiently and effectively under pressure while adhering to deadlines.
- Interact successfully in a team environment.
- Ability to act independently, be flexible, tactful, open-minded, and adapt to change.
- Ability to take initiative, manage multiple tasks, and prioritize effectively in dynamic and diverse environments.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Advanced computer competency to a level that enables professional narrative report writing, data utilization, organization, tracking and reporting, and the use of various databases and software.
- Proficient in Microsoft Excel, Outlook, Word, PowerPoint, SharePoint, and database management
- Managing workload
- Planning and organizing
- Written and oral communication

LICENSE OR CERTIFICATION - not applicable**TRAINING** - Training Category = Type VI General

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation and biennially.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

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.
- Comply with hospital policies and procedures.

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 can safely perform their essential job functions.

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. 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.

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.

Use of technology, including but not limited to Microsoft Office, Excel, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required.

Incumbents are expected to maintain a work environment free from workplace violence, discrimination, and sexual harassment.

Incumbents must demonstrate a commitment to DSH's Vision, Mission, and Goals.

	Incumbents must perform their work and engage with employees, patients, and external partners and stakeholders in a manner consistent with DSH's Core Values. 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's 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
--	--