

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: cm	Date: 7/29/2026
Employee Name		Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-543-4870-902		Unit Human Resources		
Class Title Student Assistant (Human Resources)		Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID E	Work Week Group 2	Class Ranges A-D
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under close supervision of the Staff Services Manager I (SSM I), performs subprofessional human resources work required in the maintenance of various records. Assist with office clerical support, data entry, records maintenance, report compilation, and miscellaneous projects.				
50%	Records and data management Duties related to this include: • Data entry into various databases, creating files, record and spreadsheet maintenance, report compilation and communication. • Copy, print, scan, physical and electronic filing. • Data entry of various documents in relation to data collection projects.			
30%	Provides customer service Duties related to this include: • Answer incoming phone calls in a professional manner. • Respond to employee inquires and direct employees to appropriate staff.			
10%	Assists with various office duties and special projects. Duties related to this include: • Pick up and distribute mail. • Shred sensitive documents.			
10%	Assists the Human Resources Department in other areas, as needed Performs miscellaneous typing and filing duties, prepares correspondence, data entry, and complete additional tasks as assigned by supervisor.			
Other Information	Supervision Received: Supervisor I (Payroll/Benefits Manager)			

Supervision Exercised:

None

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Knowledge of general office procedures and ability to perform basic clerical functions.

ABILITY TO:

Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work area.

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 Basic knowledge of Human Resources principles. Ability to operate various types of office equipment including personal computer, photocopy machines, facsimile, and printer. After instruction, ability to operate an electric cart in a safe manner. Ability to effectively communicate with DSH-A employees, co-workers, attorneys, union representatives, and other individuals conducting business with DSH-A. TECHNICAL COMPETENCIES Basic computer knowledge and intermediate knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) computer programs. Ability to operate various types of office equipment including personal computer, photocopy machines, facsimile, and printer. Ability to effectively communicate with DSH-A employees, co-workers, and the public. 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.
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	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
Student Assistant (4870) Human Resources

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 inmate, 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					