

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

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| <b>CLASSIFICATION:<br/>ANALYST I<br/>(FORENSIC - PATIENT MOVEMENT)</b>                   |                                    |
| <b>Approved by Supervisor II – Katie Vest (A)</b><br><b>Signature:</b> <i>Katie Vest</i> | <b>Date Approved:</b><br>4/13/2026 |

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:**

Under the supervision of the Supervisor I, the Analyst I performs the work of average difficulty in a wide variety of technical analytical staff services assignments such as preparing reports, analyze data, and present ideas and recommendations on procedures, policies, and program alternatives effectively. The Analyst I is responsible for reviewing and analyzing proposed legislation and advises management on the potential impact, makes decisions on transactions of average complexity, prepares correspondence, monitor, track and initiate court commitment Forensic Reports. Responsible for cross training and the ability to fully process all duties outlined in all desk procedures. Must be able to read and interpret California Penal Code; Welfare and Institution Code; Case Law and Court Orders.

35%

Tracking:

Court report admission/discharge documents and court orders with supervision. Track court dispositions by contacting Superior Courts, District Attorneys and Defense Attorneys. Performs the analysis and interpretation of court orders and recognize and corrects discrepancies. Ensure proper service, tracking, research, and information provided to ensure that accurate metrics are provided to Sacramento and the Department of Finance. Coordinate, process and assist forensic/medical staff in submitting the proper certifications. Serve as a liaison between the court and hospital staff.

Discharges: Email notification to applicable DSH-C staff. Work with Social Worker staff for appropriate discharge paperwork.

OTC/Court Returns: Coordinate with the Sheriff's Office, District Attorney's Office to schedule pickups and returns. Follow-up on patients that are OTC. Send copy of orders to HIMD-Legal.

CONREP Discharges: Serve as a liaison between departmental personnel and/or various agencies to provide information on matters concerning patient discharge or patients returning from CONREP being revoked.

Review and maintain classification process and purposes, activities, regulations, and functions of the Board of Parole Hearings (BPH), the Department of Justice (DOJ), and the Department of Adult Parole

Operations (DAPO), as operations relate to case records to effectively communicate with other departments and agencies and to comply with policies and laws.

Penal Code 2684 Tracking:

Prepare and distribute daily Bed Utilization Management (BUM) report for Coleman Class patients (PC2684). Process new PC 2684 referrals for admission to DSH-C. Process PC 2684 discharges. Monitor PC 2962 status for in-house PC 2684 patients approaching parole. Serve as DSH-C representative for Coleman related meetings such as Clinical Assessment Team and DSH and CDCR Quarterly meetings. Participate in weekly statewide Order to Show Cause meeting. Process Recommended Continuing Care Plans (RCCP)/Discharge Summaries for patient movement.

20%

Inter-hospital transfer:

To have responsibility for developing, implementing, and maintaining tracking databases for case management and monitoring of patients referred to other state hospitals for transfer. Under direction, manage and monitor the transfers between state hospitals. Liaison with other state hospitals regarding transfer coordinator duties. Liaison with Executive Team members regarding appropriate recommendations for immediate transfers of high-risk patients. Under supervision, serves on statewide committees regarding inter-hospital transfers to provide continual evaluation and processing of appropriate referrals. Under direction, will formulate statewide procedures and policies pertaining to inter-hospital transfers.

Maintain automated record-keeping systems (e.g., Admissions Discharge Transfer (ADT), Patient Reservation Tracking System (PaRTS), Sex Offender Commitment Program Support System (SOC PSS), Strategic Offender Management System (SOMS), Worksite, etc.) in order to track patient/inmate records and discharge dates.

Census Management: Regulate and manage census rate utilizing complex data and analysis from all state hospitals. Evaluate current census rates based on current staffing allocations and available bed space. Maintain adequate census to maintain budgeted funding for forensic population. Track and monitor wait list for state hospitals admissions and prioritize admissions by date of commitment.

20%

Forensic Reports:

Reason logically, creatively and utilize a variety of analytical techniques to track the assignments of Forensic Evaluators and processing of Forensic Reports. Under direction, review forensic reports for

submission to the Superior Court, District Attorneys, and Defense Attorneys in a timely manner. Knowledge of different types of forensic evaluations and the ability to obtain, scan, and copy records from multiple sources.

20%

Involuntary Medication Procedures:

May perform as the liaison between the hospital and Department of State Hospital's (DSH's) Legal Division for any requests for involuntary medication petitions. Process all required certification and legal documentation to provide to DSH's Legal Division in the timelines as outlined by DSH Legal Division, while maintaining an accurate and detailed database of patient names and information, hearing dates, expiration dates and outcomes. Under direction, coordinate the service of involuntary medication petitions and any supporting documentation on the patient as directed by DSH's Legal Division and ensure all proofs of service are timely returned to DSH's Legal Division. Assists in coordinating the procedure for identifying, referring, filing and providing follow up for all patients who meet criteria for involuntary psychiatric medications. Provide a comprehensive monthly report to Sacramento's Data Management Unit. Analyze the data being tracked and provide analytics regarding the current trends.

5%

State Authorized Risk Assessment tool for Sex Offenders (SARATSO) Criminal History Reporting: Request the criminal history report for all patients discharging from the facility and report to Department of Justice (DOJ) pursuant to PC 290. Request the Forensic Services Evaluator perform the SARATSO score. Maintain an accurate detailed database for tracking and reporting to DOJ. Prepare annual report to DOJ on all SARATSO scores for patients who discharged from DSH-C.

**2. SUPERVISION RECEIVED**

Supervisor I

**3. SUPERVISION EXERCISED**

None

**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; government functions and organization; and methods and techniques of effective conference leadership.

**ABILITY TO:**

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; 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; coordinate the work of others, act as a team conference leader; and appear before legislative and other committees.

**5. REQUIRED COMPETENCIES**

**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.

**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**

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

**SITE SPECIFIC COMPETENCIES**

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

**5. 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 are able to 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.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place 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, any 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 form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:** None

**TECHNICAL PROFICIENCY (SITE SPECIFIC):** None

**SPECIAL PHYSICAL REQUIREMENTS:** Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**  
Training Category – 2 – Training Procedure No. 03-11.  
The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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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Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date