

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: FA	Date: 9.1.2026
Employee Name	Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial	Unit Psychiatry Department		
Class Title Assistant Medical Director/Senior Psychiatrist Supervisor	Location Administration		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID M16	Work Week Group SE	Class Ranges U & V

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the general direction of the Medical Director, the Assistant Medical Director/Senior Psychiatrist Supervisor is responsible for supporting the hospital's psychiatric mission and ensuring the effective delivery of high-quality clinical work and administrative services. The role encompasses oversight, consultation and liaison with Medical Staff and other clinical specialties, and leadership across a range of functions.

% 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).
30%	HOSPITAL ADMINISTRATION Supports the development and implementation of clinical and administrative programs, ensuring alignment with hospital goals, regulatory standards, and best practices. Ensures deployment of initiatives within the context of an overall planned effort with explicit goals and objectives which are in congruence with performance standards of psychiatric practice, Department of State Hospitals (DSH) policies and strategic goals, Medical Staff standards, and relevant State laws. Studies and evaluates the medical and psychiatric aspects of treatment programs, and monitors and supervises performance of Medical Staff for quality of medical services and conformance to the EP, State and Federal statutory codes and conformance criteria of accrediting agencies, and makes recommendations with relation to findings; serves as a consultant to the Medical Director, Chief of Psychiatry other Senior Psychiatrists, Chief Physician and Surgeon, Chief of Primary Care, Chief Psychologist, Chief Dentist, Pharmacy Services Manager, Program Directors, Training Officer III, and other administrative offices and departments on clinical matters, as well as to the Medical Staff on issues of medical practice; monitors adherence of Physicians to psychopharmacology guidelines; negotiates with the Executive Director and the Hospital Administrator to ensure that clinical services has adequate resources to meet its goals and objectives; allocates, promotes and complies with Equal Employment

	Opportunity objectives and other hospital policies. Maintains effective communication and coordination with clinical leaders and departments to address operational needs and program concerns. May assist with drafting, reviewing, and revising administrative directives and policies and procedures.
20%	LEADERSHIP AND EPRESENTATION Represents the Medical Director and executive administration as needed, including participation in departmental and committee meetings. May serve on or chair hospital committees, contribute to interdisciplinary reviews, and provide leadership in areas such as utilization review and admissions. Maintains effective relationships within the department and with external agencies, allied groups, and community partners to meet operational needs and achieve the DSH's stated mission. Attend Departmental meetings and assigned committee meetings to obtain input from staff and to represent executive administration.
20%	CLINICAL CARE, CONSULTATION & COLLABORATION Participates in or oversees the provision of psychiatric care, including consultation on diagnosis, treatment, and forensic matters as needed. Collaborates with supervisors of other clinical disciplines (Medicine, Psychiatry, Psychology, Social Work, Rehabilitation, Nursing) to promote effective interdisciplinary treatment. Advises on patient retention, release, commitment extensions, transfers, and specialized treatments. May review and evaluate clinical documentation and compliance with relevant standards and plans Establishes and maintains liaison with public and private agencies, community hospitals, and allied health groups as appropriate. These may include but are not limited to: CONREP, County Behavioral Health Programs, courts, and others.
20%	PERSONNEL MANAGEMENT AND SUPERVISION Facilitates processes for the selection, recommendation, credentialing / privileging, and orientation of clinical and administrative staff. Works collaboratively with Medical Director, Service Chiefs, and other leaders to ensure adequate staffing and professional development. Provides guidance, supervision, and evaluation for staff, supporting mechanisms to attract, hire, retain, and train qualified personnel. May participate in workplace safety and violence prevention initiatives, and support ongoing staff training and development.

	Audits patient charts for Enhancement Plan (EP) compliance, and for quality assurance and improvement of clinical care provided. Advises staff by presiding at unit clinical conferences on appropriate treatment techniques for specific cases; reviews clinical records of patients; examines patients and makes treatment recommendations for patients requiring more difficult forms of psychiatric treatment.
10%	FACILITY SPECIFIC ASSIGNMENTS / OTHER DUTIES AS REQUIRED Participates in and helps coordinate clinical training and research. Assists in planning training programs for professional staff to improve the quality of patient care and participates in the training of staff and the instruction of physicians, residents, interns, and other students.
Other Information	Supervision Received: Medical Director Supervision Exercised: Medical Staff -In the absence of the Medical Director, the Assistant Medical Director serves as Acting Medical Director and assumes for a time limited period all appropriate duties and responsibilities in that capacity. COMPLIANCE, COMPETENCIES AND PROFESSIONAL STANDARDS Ensures adherence to hospital, departmental, state, and federal standards, including compliance with consent decrees, statutory codes, and accrediting agencies. Maintains required competencies in areas such as infection control, safety, therapeutic interventions, diversity, equity, inclusion, and privacy/security of health information. Demonstrates awareness of multicultural issues and professional boundaries in the workplace. Maintains licensure, credentials, and completes all required training and certifications. KNOWLEDGE OF: Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; and principles, methods, and objectives of training treatment personnel.

ABILITY TO:

Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate practical and comprehensive plans for the psychiatric care and treatment of adult offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively

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

Familiarity with the DSH-Metropolitan Administrative Manual, especially those Administrative Directives which relate to the function of Medical Staff; familiarity with the Medical Staff Bylaws and Medical Staff Rules of DSH-

Metropolitan.

TECHNICAL COMPETENCIES

Knowledge of W&I Title XXII, DSH Special Orders and Administrative Letters, and all relevant California and US laws.

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 service. Employees in this classification must:

Possess the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Osteopathic Medical Board of California.

TRAINING CATEGORY - 2

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

The employee is required to complete mandated leadership training and development curriculum for CEAs, managers, and supervisors upon initial appointment as outlined in Government Code Section 19995.4.

The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code.

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 patients/clients and the public. Comply with hospital policies and procedures.

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.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

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