

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>RPA #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>C&amp;P Analyst Approval</b> | <b>Date</b>                    |
| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Division</b><br>Director's Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                                |
| <b>Position No / Agency-Unit-Class-Serial</b><br>461-503-5402-XXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Unit</b><br>Office of Human Rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                |
| <b>Class Title</b><br>Analyst III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Location</b><br>Sacramento                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |
| <b>Subject to Conflict of Interest</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>CBID</b><br>R01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Work Week Group: 2</b>       | <b>Pay Differential</b><br>N/A |
| <b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                |
| <p>The Analyst III functions under general direction of the Supervisor I in the Office of Human Rights (OHR). The Analyst III serves as a Lead Equal Employment Opportunity (EEO) Investigator for the Department of State Hospitals' (DSH) statewide EEO program. The primary responsibilities of the Analyst III include independently conducting EEO investigations regarding the most complex and high-priority matters; provide training, guidance and assistance to the EEO Investigators; responding to EEO complaints filed with external agencies, such as the California Civil Rights Department (CRD) and the Equal Employment Opportunity Commission (EEOC); and providing EEO-related training to DSH employees, supervisors, and managers.</p> <p>The Analyst III must show a high degree of independence by effectively prioritizing tasks, making sound decisions, and managing workload with minimal supervision.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>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).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                                |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Independently conduct neutral, timely, and comprehensive investigations involving the most complex and high-priority EEO complaints of discrimination, harassment and retaliation, including but not limited to, complaints involving hospital police officers. Independently prepare timely responses to external EEO complaints from the CRD or EEOC. Interview complainants, witnesses, and respondents. Gather evidentiary documentation. Work professionally and in collaboration with all levels of DSH staff throughout multiple divisions/units. Prepare investigatory reports with an analysis of all available information and make a finding on whether EEO policies were violated. Prepare EEO correspondence and maintain case records in accordance with departmental procedures/guidelines. Maintain all investigation-related information in OHR's logs. Maintain case progress notes to reflect investigatory activity, including contacts and summary of actions taken. Follow approved investigation methods and techniques.</p> |                                 |                                |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20%               | Serve as the Lead EEO Investigator within OHR. In collaboration with OHR management, develop and provide onboarding, training, and development for new EEO investigative staff on conducting comprehensive, timely and effective EEO investigations. Review EEO Investigators work product (i.e. peer review) and provide constructive feedback and ongoing guidance to the EEO Investigators. Provide management input on the training needs of EEO Investigators to improve the quality and quantity of investigator work product. As the Lead EEO Investigator provide ongoing mentoring to EEO investigators in the Analyst I and II classifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15%               | In collaboration with OHR management, develop and deliver training to DSH employees, managers and supervisors statewide regarding discrimination, harassment and retaliation prevention and the EEO complaint process. Assist OHR management in the development, implementation, and monitoring of EEO policies and procedures to ensure compliance with all applicable federal, state and civil service laws, regulations and rules. Analyze trends in discrimination, harassment and retaliation complaints to identify systemic issues or training needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10%               | Conduct research on State and Federal civil rights laws and regulations, emerging EEO legislation and case law, and provide recommendations on their application to OHR management.<br><br>Participate in EEO related workgroups, training and conferences internally and externally. Serve as a back-up to the Supervisor I in their absence or in support of critical work that requires immediate attention.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5%                | Perform other duties as required to meet operational needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Other Information | <p>This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management.</p> <p>The incumbent may also be required to travel up to 15 % throughout California (to the five state hospitals and Hospital Police Officer Academy) as needed, with prior notice.</p> <p>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 must have the ability to prioritize emergent tasks as assigned with impending deadlines. 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.</p> <p>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.</p> <p>I have read and understand the duties listed above and I can perform these duties</p> |

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