

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name VACANT		Division Community Forensic Partnerships Division		
Position No / Agency-Unit-Class-Serial 461-441-5393-XXX		Unit Conditional Release Program (CONREP) Sexually Violent Predator (SVP)		
Class Title Analyst II		Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R01	Work Week Group: 2	Pay Differential N/A Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Supervisor I in the Community Forensic Partnerships Division's (CFPD) Conditional Release Program – Sexually Violent Predator (SVP) Unit, the Analyst II acts as a Housing Committee Meeting (HCM) liaison performing a variety of complex duties in support of these meetings. The incumbent will exercise initiative, independence, and efficiency in performing assigned tasks.				
Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).				
% 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.)			
45%	Exercises a high degree of initiative and independence. Has excellent written and verbal communication and organization skills. Logically and creatively analyzes complex governmental and procedural problems. Reviews and analyzes various court related issues and requirements. Assists in the development of additional data tracking systems as required. Independently coordinates, schedules and supports the facilitation of housing committee meetings, pursuant to SB 1034, consistent with requirements set forth in the Bagley-Keene Act; including, but not limited to, calendaring committee meetings through coordination with local county officials and law enforcement, creating, editing, and posting agendas and other requisite notifications within the designated timeframes, coordinating language interpreter services as needed, coordinating security and securing venues utilizing interagency agreements as needed; develops and implements a Bagley-Keene requirement checklist; and ensuring that all documentation and notifications are posted, as needed, to the DSH public-facing webpage. Coordinates all HCM logistics such ensuring secure IT connections, develop and distribute, transcribe meeting discussions for distribution to relevant parties, produce and compile HCM materials, monitor for and facilitate public comment during the HCMs and via the HCM phone line and email inbox, as well as summarize all public comments received through these avenues. Incumbent is expected to become a subject matter expert in the Bagley-Keene Open Meetings Act and requirements			

	thereof, consulting DSH-Legal. Analyzes and validates SVP patient and service data in consultation with program staff to support HCM informationals. Creates and edits HCM informationals and produce ad hoc data reports in response to DSH staff requests, including media, public records act requests and Subpoenas, the Legislative Analysts Office and to support program budget proposals, estimates and premises regarding HCM and other SVP CONREP data sets.
35%	Coordinates and maintains shared calendars. Monitors court orders to schedule future HCMs while coordinating with DSH members, county stakeholders, and DSH's contracted provider. Develops responses to Public Records Act (PRA) and media requests, including detailed analysis, development of written responses, collection and compilation of data, and submission to the appropriate DSH liaison. Ensure responses are accurate and archived. Develops and maintains a landing page to publish frequently requested data and information on DSH's public-facing webpage. Manage regular updates of relevant data, statistics, and information on this webpage and coordinate posting with the DSH Office of Communications and Technology Services Division. Develops and manages service contracts in support of the CONREP SVP program and/or HCMs. Prepare service contract packets, including scope of work and budget detail, in consultation with program staff and tracking renewal and amendment packets. Review, analyze and validate contract renewal and amendment budget costs, working in conjunction with program staff. Provides project management for ad hoc projects and reports by executing the assigned project, ensuring deadlines are met, and, when necessary, coordinating with internal and external stakeholders.
10%	Validates pre-placement data tracking and caseload projections for development of population caseload updates within the Governor's Budget and May Revision. Continually conducts research in order to enhance a caseload projection data application; manages and maintains data and performs analysis using the data application in order to respond to inquiries from CONREP SVP and DSH executive leadership. Develops responses to inquiries from internal and external stakeholders using data and analysis. Communication may be verbal or written and requires clear and concise communication and an understanding of the data.
5%	Coordinates, updates and manages Special Incident Report packet distribution and database. Tracks and processes client required services waivers and housing hold forms related to housing holds, rental increases, and housing enhancements.

5%	Other duties as assigned, appropriate to the classification.
Other Information	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. Additionally, due to the nature of the workload within this division, the incumbent may be exposed to sensitive data or information that is explicit or graphic. Statewide travel will be required. The work hours for this position will be set sometime between 8:00am and 5:00pm Monday through Friday. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 3 1389, Sec.1) that disallows California state employees to reside out of state while performing their work duties. 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. The incumbent may also be required to travel throughout California as needed, with prior notice. Travel may be required up to 5%. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, Cisco Jabber and other virtual platforms is required. 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. 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

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		RPA #	C&P Analyst Approval	Date
Employee Name VACANT		Division Community Forensic Partnerships Division		
Position No / Agency-Unit-Class-Serial 461-441-5157-710		Unit Conditional Release Program (CONREP) Sexually Violent Predator (SVP)		
Class Title Analyst I		Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R01	Work Week Group: 2	Pay Differential N/A Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the supervision of the Supervisor I in the Community Forensic Partnerships Division's (CFPD) Conditional Release Program – Sexually Violent Predator (SVP) Unit, the Analyst I is an entry level analyst who performs a variety of average difficulty administrative duties and provides broad support to the Forensic Conditional Release Program (CONREP) Sexually Violent Predator (SVP) Unit, exercising initiative, independence, and efficiency in performing assigned tasks.				
Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).				
% 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.)			
45%	Exercises a moderate degree of initiative and independence. Has excellent written and verbal communication and organization skills. Logically and creatively analyzes less complex governmental and procedural problems. Reviews and analyzes various court related issues and requirements. Assists in the development of additional data tracking systems as required. Provide administrative and technical support for the implementation and ongoing administration of Senate Bill 1034, such as developing the coordination of meeting logistics to include scheduling, gathering, maintaining and tracking key member participation, develops action items from meetings and any barriers to progress, and provide regular reports to DSH management; responsible for agenda development, taking notes and formal meeting minutes to assist in maintaining accurate records. Under supervision coordinating, scheduling and supporting the facilitation of housing committee meetings, pursuant to SB 1034, consistent with requirements set forth in the Bagley-Keene Act; including, but not limited to, developing and maintaining calendaring committee meetings through coordinating with local county officials and law enforcement, posting agendas and other requisite notifications within the designated timeframes, coordinating language interpreter services as needed, development and implementation of a Bagley-Keene requirement checklist, soliciting public comment via comment cards in advance			

	of housing committee meetings, and ensuring that all documentation and notifications are posted, as needed, to the DSH public-facing webpage. Coordinates all HCM logistics such ensuring secure IT connections, develop and distribute scripts, transcribe meeting discussions for distribution to relevant parties, produce and compile HCM materials, monitor for and facilitate public comment during the HCMs and via the HCM phone line and email inbox, as well as summarize all public comments received through these avenues. Incumbent is expected to become a subject matter expert in the Bagley-Keene Open Meetings Act and requirements thereof, consulting DSH-Legal as needed. Assists with ad hoc projects and reports, ensuring deadlines are met, and, when necessary, coordinating with internal and external stakeholders.
35%	Coordinates and maintains shared calendars. Monitors court orders to schedule future HCMs while coordinating with DSH members, county stakeholders, and DSH's contracted provider. Assist in developing and managing consultant contracts overseen by the CONREP SVP team, including those supporting the housing committee meetings. Manage communication with perspective vendors, including development of the Scope of Work and negotiation of the budget. Responsible for assisting civil service and contracted staff with document dissemination, processing mail, coordinating with other areas within the department that track patient documentation and filing court correspondence, as needed. Maintain files, both manual and electronic, including resource information and ensure files are current and staff is aware of the resources available and their location; sets up and/or maintains filing system and subject matter files. Maintain confidentiality with sensitive issues and/or materials in accordance with HIPAA and PHI policies. Provide clerical and administrative back up coverage as needed.
10%	Provide clerical support such as coordinating meetings involving department staff, management, stakeholders, and other parties by identifying mutually convenient times, attaching pertinent information, and notifying participants via email and calendaring software. Develop meeting materials using management and/or program input and disseminate prior to meetings. Responsible for taking notes and formal meeting minutes to assist in maintaining accurate records. Screen, redirect, or respond to less complex, confidential, and sensitive phone calls, emails, and correspondence. Maintain up-to-date mailing and email contact lists and program directories. Log and track controlled correspondence and other priority assignments within CONREP using Microsoft Excel or other tracking software. Develop response for and/or complete tasks related to sensitive and confidential department or program issues. Responsible for tracking and monitoring new and revised CONREP SVP program policies and procedures and related forms.

	Provides support to the coordination and completion of Public Records Act (PRA) and media requests, including detailed analysis, development of written responses, collection and compilation of data, and submission to the appropriate DSH liaison. Ensure responses are accurate and archived. Coordinate and support efforts to develop a landing page to publish frequently requested data and information on DSH's public-facing webpage. With minimal supervision, manage and maintain regular updates of relevant data, statistics, and information on this webpage and coordinate posting with the DSH Office of Communications and Technology Services Division. Assist in coordinating travel arrangements using the State's travel system CONCUR and prepare and/or obtain detailed itineraries for CONREP SVP management and staff, as needed. Assist in submitting Travel Expense Claims (TEC) for payment in the California State Controller's California Automated Travel Expense Reimbursement System (CalATERS) upon completion of travel. Compile and analyze estimated travel and expense costs to assist SVP Health Program Specialist II and CFPD management in submitting monthly budget projections to the DSH Budget Office. Assist with timekeeping and maintain leave balance spreadsheets. Produce designation notification letters for the CONREP SVP Community Program Directors.
5%	Assist in coordinating, updating and managing Special Incident Report packet distribution and database. Track and process client required services waivers and housing hold forms related to housing holds, rental increases, and housing enhancements. Complete supply orders and manage any unit-specific subscriptions.
5%	Other duties as assigned, appropriate to the classification.
Other Information	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. Additionally, due to the nature of the workload within this division, the incumbent may be exposed to sensitive data or information that is explicit or graphic. Statewide travel will be required. The work hours for this position will be set sometime between 8:00am and 5:00pm Monday through Friday. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 3 1389, Sec.1) that disallows California state employees to reside out of state while performing their work duties. 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. The incumbent may also be

	required to travel throughout California as needed, with prior notice. Travel may be required up to 5%. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, Cisco Jabber and other virtual platforms is required. 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. 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). <table><tr><td>_____ Employee's Signature</td><td>_____ Date</td></tr></table> I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. <table><tr><td>_____ Supervisor's Signature</td><td>_____ Date</td></tr></table>	_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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