

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Clinical Operations Division		
Position No / Agency-Unit-Class-Serial 461-506-1728-001	Unit Deputy Director's Office		
Class Title Executive Assistant	Location Sacramento, CA		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R04	Work Week Group: 2	Pay Differential
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under direction of the Deputy Director, Clinical Operations Division, the Executive Assistant provides high-level administrative support and office coordination for division leadership, reporting directly to the Deputy Director and also supporting the Statewide Medical Director and Assistant Deputy Director in a shared-support model across Clinical Operations.			
% 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).		
40%	Manages complex calendars for the Deputy Director, Statewide Medical Director, and Assistant Deputy Director; prioritizes appointments and coordinates meetings (telepresence and in-person), including room reservations, agenda development, materials preparation, minutes, and distribution. Organizes travel arrangements, itineraries, and travel expense claims for supported executives. Retrieves, reviews, and processes incoming and outgoing mail for the Clinical Operations Division, including picking up mail from the DSH-Sacramento Allenby mailroom, sorting and distributing items to appropriate leaders and staff, and preparing outgoing mail and parcels for delivery in accordance with division procedures.		
25%	Screens, triages, and responds to written and verbal correspondence on behalf of Clinical Operations leadership; drafts, edits, formats, and prepares correspondence for signature; ensures alignment with DSH standards. Acts as liaison between Clinical Operations and DSH hospitals, government entities, and external stakeholders. Provides administrative time sheet coordination and support to the Clinical Operations Division team members.		
20%	Oversees incoming credentialing requests from DSH hospitals; maintains organized tracking systems for documents requiring executive signature. Provides high-level administrative support to clinical leadership for initiatives, project coordination, document review, and operational workflows. Maintains confidential filing systems and ensures accuracy of executive-level documents.		
15%	Develops and maintains tracking systems for leadership assignments, deadlines, and deliverables; monitors follow-ups and ensures timely completion. Identifies barriers and proposes alternative solutions/action plans. Ensures alignment and coordination across the priorities of the Deputy Director, Statewide Medical Director, and Assistant Deputy Director.		

Other Information	This position reports to the Allenby Building in Sacramento County. 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. 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. 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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