State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 1, 2026	NURSING SERVICES	1-NORTH SNF	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
CERTIFIED NURSING ASSISTANT	CERTIFIED NURSING ASSISTANT	573-601-8185-015

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - YOUNTVILLE	ROTATING SCHEDULE- 6:30 AM – 3:00 PM	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	Yes	2	R20

The Certified Nursing Assistant (CNA) must possess a current Nursing Assistant certificate issued by the California Department of Public Health (CDPH) and Cardiopulmonary Resuscitation (CPR)/ Basic Life Support (BLS) certification at all times. The CNA must consistently adhere to the Infection control standards and facility implemented infection control measures. Working overtime is a requirement of this position.

Under the supervision of the Supervising Registered Nurse and the clinical direction of the Registered Nurse and/or License Vocational Nurse, the CNA is responsible for the listed duties which include but are not limited to the following:

% of time performing duties	ESSENTIAL FUNCTIONS
25%	Provide care and tend to the physical needs of the residents. Establish consistent routines. Assist resident with personal hygiene: bathing, cleansing whirlpool, shampoo, and combing hair. Clip nails, give oral hygiene twice a day and as needed as per facility policy. Check incontinent residents every two hours and as needed, give pericare after each elimination; assist resident to bathroom for toileting or offer bedpan, urinal. Monitor for involuntary bowel movements and provide pericare. Report no bowel movement in 72 hours to charge nurse. Empty colostomy and urostomy bag and secure the ostomy bag after cleaning. Rub back and turn bed bound residents as scheduled using positioning devices for comfort, and to prevent bony prominences from touching and maintain alignment. Inspect skin for breakdown, administer non-legend topical preparations and foot soaks to unbroken skin.
25%	Accompany residents to and from clinic, other units, and on site medical appointments. Assist professional technicians before, during and after residents' treatment program. Assist in the collection of laboratory specimens. Using State vehicle for lab specimen delivery, medication pick up from outside pharmacy and pick up residents from outside the facility as needed. Perform immediate and temporary interventions in emergency situations and assist with admission, transfer, death, or discharge of residents, to include proper documentation in the inventory checklist during admission and/or transfer of residents.

15%	Review, research, and respond to out-of-class grievances and merit issue complaints. Perform desk audits as required. Render an interpretation/recommendation regarding the full range of personnel actions in accordance with regulations, bargaining unit contracts, allocation standards, specifications, and other personnel policy guidelines. Conduct periodic audits of HRB/Homes' HR activities to ensure compliance with delegated authority in areas of classification and pay, and position allocation. Participate in continuing education program to maintain and upgrade nursing knowledge and skills. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested. At the end of the shift, and/or as needed, empty in proper containers, soiled linen, soiled briefs carts and restock carts. Sanitize residents' equipment to include, but not limited to, wheelchairs, powered-mobility devices at least once a week and as needed. Assist with rehabilitation and activity program for residents; assist residents' efforts in self-help; assist and encourage residents in maintaining or developing muscle tone and range of motion for increased self-functioning in daily living activities; assist and encourage residents in accepting and using special devices and equipment prescribed for their physical comfort or rehabilitation; assist and encourage resident participation in activities to improve their mental outlook. Perform optimum standards of resident care; keep noise level down to ensure residents comfort. Observe safety and Infection Control precautions. Must adhere to the policies and procedures established by the facility and exhibit a positive attitude toward these standards.
10%	Assist resident gently during care to prevent injury, explain all procedures and provide privacy. Assist with dressing, encourage and allow resident to choose own clothing and comfortable shoes. Position, ambulate, and transfer residents, shift residents' position in wheelchair every hour to prevent excessive unrelieved pressure. Instruct resident on proper safety awareness. Take vital signs: temperature, pulse, respiration, blood pressure and observe resident for signs and symptoms of pain or discomfort and notify the Charge Nurse. Report all abnormal vital signs immediately. Prepare resident for examination by physician.
10%	Assist before, during and after residents' treatment program allowing rest periods to minimize strain and prevent fatigue. Assist in serving meal trays and special diets, feeding residents, encourage intake of fluids during meals, observe and record percentage of meal intake, reporting to Charge Nurse if less then 75% intake, and/or resident's refusal to eat or to drink fluids. Offer beverages during activities. Assist other team members as necessary. Keep residents' unit clean and in order with frequently used items within reach. Keep fresh water readily available at bedside. Change bed linen as scheduled and needed. Clean and sanitize equipment and other articles.
5%	Report and receive assignment from Charge Nurse at beginning of shift. Prepare equipment and supplies needed to perform duties. Make rounds to resident's rooms, identify yourself prior to rendering care, and explain all procedures to resident. Observe,

	chart and report residents' clinical symptoms, and behavior to licensed nurse. Inventory and mark all clothing and belongings on admission and reinventory on discharge.
5%	Take and record on proper logs and sheets pertinent information about the resident, also record if Charge Nurse was notified. Take, record, and log weights and height; measure and record the amount of intake and output of fluids and bowel movements. Observe for reduced urinary output on any shift and report to charge nurse if observed. If on Foley catheter, avoid kinks and other obstruction to urinary flow and position properly. Float as necessary to other units. Must remain alert and oriented at all times.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
OTHER	
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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					**X**
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					**X**
WALKING: Within the department to various units.					**X**
SITTING: Work station; meetings; training.		**X**			
STANDING: Copy documents; review records.			**X**		
BALANCING:			**X**		
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					**X**
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.				**X**	
LIFTING UP TO 10 LBS:					**X**

LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.		X			
REACHING: Answer telephone; use a mouse; retrieve documents from printer.		X			
CARRYING: Transport documents.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**