

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: MH	Date: 01/01/2026
Employee Name	Division Clinical Administration		
Position No / Agency-Unit-Class-Serial 455-360-5157-002	Unit Recovery Mall Services		
Class Title Analyst I (Procurement Analyst)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group 2	Class Ranges A, B, C
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the supervision of the Program Assistant in Recovery Mall Services (RMS), the centralized Structured Treatment Program Coordinator assist in the delivery of Mall Treatment through program evaluation and planning, systems development and analysis. They work with Program Management to address concerns and improve the effectiveness of the treatment groups in the centralized areas. Perform consultative and analytical staff services pertaining to budgeting. Prepares reports and makes recommendations on procedures, policies, and program alternatives.			
35%	Collect and enter data from treatment group rosters regularly. Work with residential programs and program management to coordinate treatment group placement within Recovery Mall Services. Work with specialized groups, in addition to Recovery Mall Services, to manage centralized group enrollments.		
30%	Provide consultation to management on RMS department-wide purchases, acting as Procurement lead for purchase and order requests department-wide. Advise department requesters on Procurement procedures and research product possibilities according to Department need and requester specifications. Monitor procurement request for compliance with funding sources and fiscally responsible need and create RMS procurement policy based on these factors. Advise management on alternative purchase possibilities that meet program planning and operational needs. Assist program with retrieving and delivering purchases.		
20%	Work with program management to develop effective tools to increase the efficiency of the Structured Treatment Program. Gather, analyze and report on utilization reviews to increase the efficiency of the program. Monitor Structured Treatment Program and provide ongoing feedback to Program Management.		
15%	Assist with Educational Services. Assist with maintaining records pertaining to Adult Basic Education and the CASAS program. Maintain tracking for all educational purchasing orders. Provide back-up coverage for other Analyst I's in Recovery Mall Services.		

Other Information	Supervision Received: Program Assistant, Recovery Mall Services Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. 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.
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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

Working knowledge of the RMS Program and the various specialties. Demonstrates professional interaction with patients and maintains therapeutic boundaries.

TECHNICAL COMPETENCIES

Ability to communicate effectively, have an operating knowledge of the office equipment, effectively transcribe and compile documents, minutes and correspondence as required. Ability to use different types of programs such as word, excel and access.

LICENSE OR CERTIFICATION

N/A

TRAINING CATEGORY - 4

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

PHYSICAL DEMANDS – See attached**WORKING CONDITIONS:**

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	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 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 _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
SSA (5157)
RMS - Procurement Analyst

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmates, patients, or clients		X				
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking		X				
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving			X			
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					