

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval FA	Date 9.11.2026
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Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-561-5157-XXX		Unit Department of Protective Services		
Class Title Analyst I		Location DPS/OSI		
SUBJECT TO CONFLICT OF INTEREST ☐ Yes ☒ No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of Supervisor I or designee, the Analyst I independently performs work of average difficulty in a wide variety of consultative and analytical functions, including identifying problems, conducting research, writing reports, and developing recommendations to management. Assists with policy analysis, systems development, management, and personnel analysis. This position performs administrative support to the Department of Protective Services which can be utilized either for Department of Protective Services or Office of Special Investigations.

% 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.)
	<u>ESSENTIAL FUNCTIONS</u>
45%	Makes recommendations and performs work of average difficulty related to Office of Protective Services, Office of Special Investigations, and Metropolitan State Hospital. Assists with human resources, reports, and analytical projects. Assist with timekeeping, update timesheet template on Excel, track and reconcile overtime, ensure overtime is justified. Assist in a variety of technical, consultative, and analytical administrative support, which may include systems development and audit support. Extracts and analyzes data daily from department databases to assist in weekly, monthly, annually, and multi-year reporting requirements. Updates, organizes and develops employee training records for Office of Protective Services using department training database.
30%	Consults with management and state hospital staff members with assistance on a variety of law enforcement issues as they arise related to training, human resources, systems tracking, and analytical data. Establish and maintain cooperative working relationships with management, staff, and internal/external stakeholders. Function on behalf of assigned program or project to interact with management, staff, internal and external stakeholders to provide program specific information, answer questions, and address issues/problems raised. Use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts.

Participate and facilitate with various meetings related to training, policy and procedural issues. Maintains knowledge of current criminal and administrative laws, rules, policies, programs, and practices.

20 %

Type correspondences, memos, forms, and various office documents and reports that include but are not limited to, news releases, police reports, annual budget, department policies, monthly and annual reports.

Preparation, coordination and distribution of agendas, minutes, and materials for meetings.

Maintain confidential and departmental files, including correspondence, minutes, and hospital and departmental policies and procedures.

Sorts, assembles, copies, files, processes, and forwards any documents as required or directed.

Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested.

Receives, sorts, and promptly distributes incoming and outgoing mail.

Serve as the back-up to the Analyst II in the Department of Protective Services.

MARGINAL FUNCTIONS

Answer telephone calls and distribute or route messages.

5%

All other duties and special projects as assigned consistent with this classification.

SUPERVISION RECEIVED

The Analyst I operates under the guidance of the Supervisor I and receives assignments from the Supervising Special Investigator I or an authorized designee.

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices and trends of public and business administration, management, and supportive staff services such as budgeting, personnel and management analysis; and government 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

To speak and write effectively.

To perform complex analytical work.

To perform program research and policy analysis.

To foster cooperation and interaction with departmental staff.

To utilize/learn new computer applications and programs

To be well organized.

To work with independently and as a team player.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. Remains in a stationary position, consistent with office work, for extended periods of time.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

Records Management System
Policy Management System
Olympus Dictation System

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Interpret, analysis, and compile complex data
Office Suite to include:
Word
Excel
PowerPoint
Publisher
Outlook

LICENSE OR CERTIFICATION - not applicable**TRAINING - Training Category = Type II General**

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

Report to work on time and follow procedures for reporting absences.
Maintain a professional appearance.
Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
Comply with hospital policies and procedures.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

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 always maintain confidentiality.

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