DUTY STATEMENT
DSH3002 (Rev. 11/2022)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Administrative Services Division/Human Resources			
Position No / Agency-Unit-Class-Serial 461-220-5402-001	**Unit** Classification & Compliance			
Class Title Analyst III	**Location** Sacramento			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:** 2	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under general direction of the Supervisor II, serves as a senior-level subject matter expert in employee relations, providing consultation and technical expertise in progressive discipline, adverse actions, performance management, medical management, and complex personnel matters. The incumbent acts as a key liaison between the Department's Human Resources offices, Executive Leadership, and Legal Division to ensure compliance with state laws, civil service rules, and departmental policies.

% 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%	Researches, analyzes and advises on medical management cases including Fitness for Duty, probationary leave tracking, and disability-related issues. Maintains the Fitness for Duty contract and handles all communications and coordination with medical providers, employees and program management. Participate in developing and/or reviewing HR policies and procedures; recommends policy and/or procedural improvements related to progressive discipline, adverse actions, performance management, medical management, and complex personnel matters. Consults with and advises managers and supervisors and Hospital HR Offices regarding disciplinary matters. Performs advanced analysis of progressive discipline cases across all phases, providing recommendations on appropriate actions and risk mitigation strategies.
30%	Serves as the technical subject matter expert for DSH-Sacramento and primary liaison to Legal Division and the Hospitals for any sensitive disciplinary matters. Independently analyzes and processes complex and sensitive adverse actions and rejections during probation. Reviews and provides feedback on attendance restrictions, telework termination/modification, letters of expectations, counseling memos and letters of instruction. Consults with Legal to ensure actions are legally sufficient and properly executed. Represent HR in meetings with Legal and assists in preparing cases for hearing before the State Personnel Board (SPB).

15%	Analyzes statewide data trends related to adverse actions, ATO requests, and performance management outcomes; develops recommendations for process improvements.
10%	Utilizes and interprets applicable laws, rules, regulations and principles when researching and develops comprehensive training on performance management. Delivers training quarterly or as needed and provides guidance, and consultation to HR staff and management on complex performance management and disciplinary matters.
Working Conditions	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 up to 10% of the time. 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, and other virtual platforms is required.
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. 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 certify that I can perform these duties and the essential functions of this position 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