DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 11/2/2026

Employee Name	**Division** Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-548-5393-700	**Unit** Nutrition Services		
Class Title Analyst II	**Location** Department of State Hospitals - Atascadero		
Subject to Conflict of Interest ☒Yes ☐No	**CBID** R01	**Work Week Group** 2	**Class Ranges**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the assigned Dietetics Assistant Director (DAD) or designee, the Analyst II performs a wide variety or analytical assignments related to the department as a Contract Analyst, and is responsible for independently performing the more technical and complex contracting functions and higher level analytical work associated with contract management and purchasing activities in Nutrition Services , e.g., support of procurement of goods, equipment, and services; track, monitor and manage physical inventory of food and supplies, invoices and purchase orders; analyze purchasing trends and maintain supportive documentation.

55%	**Analyze procurement needs, trends, budget, regulatory requirements, and other directives for the procurement of goods, equipment and services: research and interpret procurement methods, initiate purchasing requests for the department; develops, implements and monitors service contracts.** Tasks include: Leads in preparation of procurement documents required for goods, supplies and services and ensure compliance with all federal and state statutes, along with all Department of General Services (DGS) policies and procedures. Maintain communication with vendors concerning timely deliveries and product quality, update performance files and initiate Vendor Performance Reports as needed. Compile statistical materials, analyze purchasing trends and prepare cost control documents and recommendations. Anticipate and identify procurement-related issues; evaluate new or pending legislation and contracts for impacts to operations and purchasing and make recommendations to management; provide consultations and recommendations to department supervisors regarding actual and potential procurement-related problems, advising appropriate action for problem resolution based on the State Contracting Manuals and other governing agency materials. Act as liaison to department supervisors in preparing, developing, and writing plans and specifications for equipment to ensure they are complete and accurate. Research price and availability of new products and obtain samples as requested/available. Maintain records to track budget, expenditures and vendor performance for each service contract. Montior state contract expiration dates and review all new contracts and

	supplements received; develop, implement, and monitor service contracts and compile vendor performance evaluations as assigned contract manager; develop and provide training to department staff on these processes.
30%	**Maintains and Monitors an Inventory Management Program.** Tasks include: Maintain perpetual inventory via stock cards or automated foodservice software system (e.g. Computrition) for food and incidental feeding supplies. Initiate and complete physical inventory with Nutrition Services and Warehouse personnel. Reconcile inventory discrepancies and compute usage figures. Analyze and evaluate usage figures and determine high/low levels quarterly to ensure accurate ordering. Evaluate inventory levels/comparing levels against usage and pending deliveries and initiate procurement documents as required. Review quarterly inventory for overstocking or products reaching expiration dates and decide resolutions. Act as department liaison regarding delivery/inventory issues with warehouse personnel.
15%	**Assist the Department in other areas of Analytical and Consultative Staff Services Assignments.** Tasks include but not limited to: Formulate departmental procedures, policies and revisions specific to the procurement and monitoring/maintaining of food and supplies. Assist management as team lead and trainer of development and continued maintenance of department's computer based electronic processes (i.e., Computrition) related to procurement functions. Participate in performance improvement activities and other miscellaneous responsibilities.
Other Information	**Supervision Received:** Assigned Dietetics Assistant Director **Supervision Exercised:** N/A **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.

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 HIPAA 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
Knowledge of Nutrition Services policies, laws, rules and regulations. Specific knowledge of State and Hospital policies, laws, rules and regulations as related to procurement of goods, equipment and services. Accounting/Financial: Applies methods, practices, and terminology used in applicable accounting/financial and statistical clerical work. Inventory Records: Demonstrates skill in making computations required to maintain accurate food inventory records. Maintains relationship security in the workplace.

TECHNICAL COMPETENCIES

	Knowledge and expertise of Microsoft Excel, Microsoft Word, Computrition, email, and internet. Applies and demonstrates knowledge of office equipment operation and maintenance, e.g. computer, fax, and copier. **LICENSE OR CERTIFICATION** N/A **TRAINING CATEGORY - 4** The employee is required to keep current with the completion of all required training. The employee is required to complete Ethics Training Pursuant to Assembly Bill 3022 and Government Code 11146.4. The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict- of-interest code. **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

Analyst II (5393) Nutrition Services

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					