DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: DF	Date: 11/17/26

Employee Name	**Division** Executive Services		
Position No / Agency-Unit-Class-Serial 455-530-5393-704	**Unit** Standards Compliance		
Class Title Analyst II – Data Coordinator	**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 supervision of the Supervisor I – Data Manager, serves as the primary analytical lead responsible for planning, monitoring and evaluating the monthly PC 2684 Coleman report; performs complex technical analytical staff assignments related to the Electronic Health Record (EHR) implementation; policy review and formulation; systems development; and continually provide consultative services to management or others.

50%	Key Function Coordinator (Data Coordinator and Program Analyses) Use established monitoring tools to **monitor and evaluate existing treatment programs and services** including but not limited to clinical team functions, clinical outcomes, therapeutic milieu, treatment services, and patient records. This includes collecting data, reviewing data for reliability, and training other staff on data collection, data management, and analysis. **Provide consultation and recommendations across disciplines, executive leaders and various hospital stakeholders**. Coordinate the completion of the monthly PC2684 report. Plan, implement and conduct training to support the implementation of the Electronic Health Record (EHR). **Independently organize and analyze data, present and create new datasets** that inform decision-making and program evaluation, including the **production and analysis of detailed reports.** Use the Completed Staff Work model to complete projects. **Must be able to successfully manage multiple issues, stakeholders, and decisions. Prioritize and accurately communicate to hospital leaders, consistently meeting established timeframes.** Maintain confidentiality in all aspects of sensitive information Acts in accordance with Protected Health Information, Personally Identifiable Information, and HIPAA protectionsand practices. **Provide routine back-up coverage to any/all data systems supported by the Data Management Office.**
25%	DATA ANALYSIS AND DATABASE MANAGEMENT Oversee or perform data collection, data entry, and analysis including but not limited to clinical functions, clinical outcomes, treatment services, and patient records.

	Continually analyze local data sources and systems to ensure validity. **Analyze and interpret data ensuring the data remains accurate, complete, consistent and reliable**. When changes to data in various databases are required, independently collaborate with data owner to make corrections. Alert the Data Manager when inconsistency is found. Report findings to management and recommend changes to policies/procedures as needed or required. Summarize and present data to management staff as mandated by Administrative Directives, licensing, Joint Commission, and other regulations.
20%	DATA REPORTING **Prepare clear, concise and comprehensive statistical reports and other related administrative reports as assigned.** Gather, analyze and prepare data and information for recommendations to the Director of Standards Compliance, Standards Compliance Data Manager, and Executive staff.
5%	GENERAL Varied projects assigned by the Standards Compliance Data Manager. **Employ office organizational skills** to assist with departmental duties**; Communicate clearly and effectively both verbally and in writing,** write reports as requested on a variety of subjects, e.g., trigger monitoring, refusal audit compliance, EHR implementation progress and other clinical outcomes for various departments. Participate in the development and review of policies, forms and data collection procedures; attend relevant meetings upon request, fulfill special requests for information.
Other Information	**Supervision Received:** Data Manager (Supervisor I) **Supervision Exercised:** None **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; government functions and organization; and methods and techniques of effective conference leadership. ABILITY TO: Reason logically, creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; 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 course of work; coordinate the work of others, act as a team conference leader; and appear before legislative and other committees. **REQUIRED COMPENTENCIES** 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 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** ▪ Ability to read and interpret Department of Health Services Regulations, Administrative Directives, Treatment Enhancement guidelines, and Joint Commission Standards as applied to ASH.

	▪ Understand the components of the hospital's treatment enhancement activities, manage relevant databases, conduct appropriate analyses and prepare necessary reports. ▪ Ability to work and communicate effectively with all disciplines and levels of administration in the facility, Headquarters, and outside consultants using verbal and written skills. **TECHNICAL COMPETENCIES** ▪ Able to use a Personal Computer with Windows operating system. ▪ Use of computerized databases (e.g., Access, Excel, etc.) ▪ Ability to write clear, accurate, professional administrative reports. **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) SC - Data Coordinator

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 inmate, 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					