DUTY STATEMENT
DSH3002 (Rev. 05/2025)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Department of State Hospitals			
Position No / Agency-Unit-Class-Serial 502-060-1441-600	**Unit**			
Class Title: Office Assistant (General) - Program Runner	**Location:** DSH – Patton			
Subject to Conflict of Interest ☐Yes ☒No	**CBID R-4**	**Work Week Group: 2**	**Pay Differential**	**Other**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES
Under the general direction of the Program Assistant, Program Director, or Nursing Coordinator, the Office Assistant (General) Program Runner will work with their respective programs to coordinate the pickup and delivery of various articles throughout the hospital and consistently exercise a high degree of initiative and independence in performing assigned tasks.

90%	• Pickups and deliveries described below will happen within the parameters of specific time frames as provided by program management
	  • Court reports to and from the medical director's office
	  • Lab specimens to and from medical services
	  • Charts as requested by HIMD/administration
	  • Patient clothing
	  • Packages
	  • Mail
	  • Any other items requested by program management or other hospital departments during their shift

10%	• Other duties as assigned, keeping withing specifications of this classification • Completes hospital required training to ensure compliance with local and statewide mandates
Other Information	**SUPERVISION RECEIVED** The Office Assistant (General) Program Runner works under the general direction of the Nursing Coordinator or designee. **SUPERVISION EXERCISED** Not Applicable **KNOWLEDGE AND ABILITIES**

KNOWLEDGE OF: Modern office methods, supplies, and equipment. DSH Vision, Mission, Goals, and Values. All other duties and special projects as assigned consistent with this classification.

ABILITY TO:

Lift up to 30 pounds; follow oral and written directions; evaluate situations accurately and take effective action; operate a state vehicle or electric cart and communicate with various departments, management and staff.

Perform clerical work, including ability to spell correctly; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; Ability to work in the Secure Treatment Area (STA).

REQUIRED COMPETENCIES

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

SAFETY/SECURITY - Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. This includes familiarity with the Patient Safety Plan and the Injury and Illness Prevention Program (IIPP).

AGE SPECIFIC - Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.

☐ Pediatric ☐ Adolescent ☐ Adult ☐ Geriatric

THERAPEUTIC OPTIONS /THERAPEUTIC STRATEGIES (TO/TSI) – Applies and demonstrates knowledge of correct methods in the Management of assaultive behavior (TO/TSI).

CULTURAL AWARENESS - Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES –

- The Program Office Assistant must have knowledge of principles and practices of California Laws and Rules within the scope of PC 1370, LPS Conservatorship applications and renewals and Murphy Conservatorship renewals.
- A basic understanding of other codes such as: PC 1370, 1026, PC 2972, PC 2962, PC 2964(a), PC 2964(a), WIC 6316, WIC 5358, and WIC 5008 commitment population of patients.

TECHNICAL PROFICIENCY (SITE SPECIFIC) –

- Operation, care, and maintenance of copy machine and fax machine.
- Demonstrate computer skill (Word, Excel, Adobe, Microsoft Teams Outlook).

LICENSE OR CERTIFICATION –

- Valid California Class C Driver's License

TRAINING - Training Category = Type 2

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

WORKING CONDITIONS – EMPLOYEE IS REQUIRED TO:

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

The employee is required to work any shift and schedule in a variety of settings and security areas 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. 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 are able to safely perform their essential job functions.

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 Signature Date

_____ _____
Reviewing Supervisor Signature Date