DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: cm	Date: 4/18/2024

Employee Name	**Division** Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-543-1139-004	**Unit** Human Resources		
Class Title Office Technician (Typing) – Employee Relations Office	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** C04	**Work Week Group** 2	**Class Ranges**

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES
Under daily supervision of the Employee Relations Manager, performs highly confidential human resources office work and is expected to consistently exercise a high degree of initiative, independence, problem solving ability, and confidentiality in performing assigned tasks. Assists Employee Relations Office (ERO) staff in the performance of routine duties involving the labor relations and employee discipline processes including notetaking, document preparation, filing, scanning, and photocopying of highly confidential labor relations and employee discipline documents.

40%	**<u>Direct Support to Labor Relations Analyst</u>** • **Participate on behalf of management as a notetaker in labor meetings, including, but not limited to Joint Labor Management Committee, Meet & Discuss, Meet & Confer, Grievance Conferences, etc.** • **Prepare meeting agendas labor meetings, including, but not limited to Joint Labor Management Committee, Meet & Discuss, Meet & Confer, Grievance Conferences, etc.** • **Conduct intake review of employee grievances for compliance with applicable Collective Bargaining Agreement.** • Assist the Labor Relations Analyst with copying and scanning of supporting documents for employee grievances. • Assist the Labor Relations Analyst with preparation of grievance documents in support of the department's position in arbitration hearings, Board of Adjustment hearing, etc. • Maintenance of confidential labor relations file and employee grievance files, including archival and purging. • Correspond with union/employee organization representatives regarding scheduling of meeting space. • Ensure union/employee organization representatives have proper clearances to access their members working in the Secure Treatment Area of DSH-A.

	• In the absence of the Labor Relations Analyst, answers general labor relations questions from management, rank and file staff, and union/employee organization representatives.
20%	**Direct Support to Discipline Analysts** • **Assist Discipline Analysts with copying, scanning, and redacting of supporting (*Skelly)* documents.** • **Maintain Written Counseling and Annual Review/Probationary Report logs.** • Retrieve Official Personnel Files (OPF) from the Human Resources Office for case conference. • Maintenance of disciplinary case files, including archival and purging. • Assist in preparation of documents for DSH-Legal for active employee discipline cases. • Serve subpoenas related to State Personnel Board and California Department of Human Resources (CalHR) evidentiary hearings. • Prepare documents for licensing agencies (i.e. Board of Registered Nursing, Board of Licensed Vocational Nursing and Psychiatric Technicians) related to employee discipline. • In the absence of the Discipline Analysts, answers general employee discipline questions from managers and supervisors.
15%	**Monitoring and Tracking of Nepotism** • **Review annual submissions of DSH 3215 *Verification of Personal Relationships and Hiring of Relatives* forms.** • **Respond to Employment Office regarding DSH 3215 forms for prospective new hires and out-of-class assignments.** • Assist Labor Relations Analyst with compiling documents for Nepotism Compliance Plans and tracking of Nepotism Compliance Plan progress. • Assist Labor Relations Analyst with maintaining Nepotism Compliance Plan log.
10%	**Clerical Support to Employee Relations Manager** • **Receive, screen, and route incoming telephone calls; take messages; provide information and refer to the appropriate Human Resources staff.** • **Assist in mail run to Human Resources and Executive Staff hallway.** • Maintain scheduling calendar for Employee Relations Office conference room. • Order office supplies as needed. • Complete work orders related to Employee Relations Office (Residence 3/Building 507) • Assist the Human Resources Department in completion of specialized projects, as needed.
10%	**Processing of Candidate Reference Checks for Employee Relations** • **Track receipt and completion of AT 2061.1 Candidate Reference Check-Employee Relations form.**

	• Contact DSH-A Office of Special Investigations regarding pending or prior sustained investigations of potential employment candidates. • Contact outside agencies (i.e. Department of Developmental Services, California Department of Corrections and Rehabilitation, California Correctional Health Care Services, etc.) regarding employee discipline for potential employment candidates.
5%	**<u>Monitoring and Tracking of Unemployment Insurance Benefits Claims filed through the Employment Development Department (EDD)</u>** • **Track receipt and completion of claim and notice of wages forms from EDD for Unemployment Insurance Benefit Claims.** • Request payroll information from Personnel Specialist, Personnel Supervisor, or Personnel Transactions Manager. • Maintain Unemployment Insurance Benefit Claim tracking log.
Other Information	**Supervision Received:** Staff Services Manager I – Employee Relations Manager **Supervision Exercised:** None **KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training. ABILITY TO: Perform difficult clerical work, including ability to spell correctly; use proper English grammar; 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; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently; communicate effectively; provide functional guidance. **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
Basic knowledge of Human Resources principles. Ability to operate various types of office equipment including personal computer, photocopy machines, facsimile, and printer. After instruction, ability to operate an electric cart in a safe manner. Ability to effectively communicate with DSH-A employees, co-workers, attorneys, union representatives, and other individuals conducting business with DSH-A.

TECHNICAL COMPETENCIES
General knowledge of Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint) computer programs.

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 4
The employee is required to keep current with the completion of all required training.

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