State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: November 20, 2026	Medical Administrative Services	Medical Administrative Services	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
Health Record Technician II (Supervisor)	Health Record Technician II	573-271-1887-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - Yountville	MONDAY-FRIDAY 7:30am – 4:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	No	2	S04

Under direction of the Chief, Medical Administrative Services, the incumbent will supervise five or more persons doing routine coding work; review prepared abstracts for completeness, clarity and quality of content; assist in the training and instruction of records personnel in the Home providing data; may write reports of findings; and perform other related duties.

% of time performing duties	ESSENTIAL FUNCTIONS
30%	Directly supervise staff of Coding/Billing, File Room, Registrar, Records Storage and Release of Information. Maintain metrics on assigned department's key functions and generate reports as needed. Work with Chief, MAS to develop, implement and monitor policies and procedures. Responsible for new employee orientation and training, ongoing in-service training, annual performance reviews, job evaluations and development of cross-training on new procedures. Participate in the development of revision of appropriate policies and compliance guideline procedures.
15%	Coordinate and conduct all inpatient chart reviews based on Department of Public Health and Title 22 requirements.
15%	Maintain the flow of coding and abstracting of all inpatient and outpatient medical services to assure timely reimbursement to the Home. Closely monitor coders with Medicare/Medi-cal billing regulations. Train all new or inexperienced coders on ICD-9, ICD-10, CPT, and HCPCS code identification.
15%	Ensure the timely release and receiving of requested medical information and make sure releases are done consistent with State and Federal Law.
10%	Ensure File Room staff allows access to the resident's medical charts to only required staff when needed, maintain current guidelines for thinning charts and supplemental files. Help with training upkeep of electronic storage of medical information.
10%	Ensure required forms and paperwork including death certificates on deceased residents are accurate and completed in a timely manner and according to State and County regulatory laws and procedures.
	NON-ESSENTIAL FUNCTIONS
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
	OTHER

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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: read documents, view information on computer screen					X
HEARING: recognize audible communication from employees, residents and visitors				X	
SPEAKING: answer phones, communicate with staff, residents and visitors			X		
WALKING: distribute documents and information		X			
SITTING: at desk or in a meeting					X
STANDING: copy or fax documents		X			
BALANCING: maintain upright position while standing or sitting					X
CONCENTRATING: answer multiple phone lines, determine needs of staff, perform daily tasks					X
COMPREHENSION: understand needs of staff and residents, understand policies and procedures					X
WORKING INDEPENDENTLY: perform daily tasks					X
LIFTING UP TO 10 LBS OCCASSIONALLY:		X			
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING 25-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: use phones, fax machines, computers, copiers, printers, and calculators					X
REACHING: reach overhead for binders or charts		X			
CARRYING: charts or documents		X			
CLIMBING:		X			
BENDING AT WAIST: get workbooks from shelves		X			
KNEELING: get in filing cabinets		X			
PUSHING OR PULLING: chart racks or charts for deliveries		X			
HANDLING: sort paperwork			X		
DRIVING:		X			
OPERATING EQUIPMENT: computer, phone, fax, copier, shredder					X
WORKING INDOORS: enclosed office space					X
WORKING OUTDOORS:		X			
WORKING IN CONFINED SPACE:		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**

REV. 10/2026