DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Director's Office			
Position No / Agency-Unit-Class-Serial 461-511-5393-702	**Unit** Office of Protective Services			
Class Title Analyst II	**Location** Sacramento			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:**	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.
Under direction of the Supervisor II in Office of Protective Services (OPS), the Analyst II conducts varied and complex analytical projects, various tasks associated with background investigations, performs program research and policy analysis and development to design and deliver program compliance and consistency recommendations for the Department of State Hospitals (DSH), OPS statewide. This position may require travel to the various State Hospitals within the state. Normal work hours are 8:00 am to 5:00 pm, Monday through Friday. Telework will be determined based on business need. Some overtime may be required on an emergency basis with prior approval.

The position requires a successful Background Investigation to be conducted prior to being appointed.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.**
35%	Independently conducts development and maintenance of policies, procedures, hiring, and budgets for the implementation of a comprehensive Background Investigations and Recruitment Program in the DSH which includes; provide research, analysis and draft responses to a range of policy issues impacting OPS hiring of peace officers; develop metrics to determine the overall effectiveness of the departments background investigation/hiring process; work with other state agencies, including but not limited to Department of Human Resources (CalHR) and California Commission on Peace Officer Standards and Training (POST); track and maintain funding for backgrounds and Academy costs to ensure OPS vacancies stay at a minimum; coordinate with background investigators, state hospitals, candidates, outside agencies, or other OPS personnel to ensure background investigations are completed in a timely manner. Serves as a subject matter expert to develop a recruitment plan, evaluate the current hiring practices and background investigations process for peace officers. Assist in the maintenance of background files for peace officers and work with POST during audits of those files. Advise management of problems and make recommendations on recruitment, hiring processes and concerns.

	Serve as project representative to ensure that specific tasks are performed in accordance with DSH Administrative policies and procedures. Provide direction and guidance to the contract coordinators in the individual state hospitals relating to the development and administration of contracts, including utilization of the State's bid process where appropriate for OPS statewide. This includes the development of department-wide procedures to simplify the development of multi-year and master contract agreements that OPS would be adhered to such as: Lexipol, IA Pro/BlueTeam and Copware. Work closely with management to evaluate quality assurance systems based on summary reports produced by the evaluation of data, patterns and trends, identifying areas for improvement and providing recommendations for systems improvements. Conduct a variety of analytical functions, providing support to statewide law enforcement, including the POST coordination, and quality assurance activities for DSH, which includes the five state hospitals and DSH Sacramento. Gather various data and conduct analysis, provide information in various reports for management. Responsible for performing a wide variety of consultative and analytical assignments related to quality assurance activities, gathering and analyzing data, identifying trends and patterns, providing recommendations for systems development and improvement, which will include implementing plans of corrections. Provide written reports to management that summarizes analysis and recommendations.
30%	Prepare monthly OPS Expenditure Reports to document operational costs for the unit. Create original correspondence as necessary, coordinate and set up meetings. Prepare documents for records requests to courts and other law enforcement agencies as required. Prepare documents for procurement and contracts as needed to meet the operational needs of the department. Provide management and state hospital staff members with assistance on a variety of law enforcement issues as they arise related to training and certification, recruitment, Department of Justice (DOJ) and firearms clearances, quality assurance related topics, and special projects. Travel to the various State Hospitals (Atascadero, Coalinga, Metropolitan, Napa, Patton) when needed.
25%	Conduct development and maintenance of desk manuals, guidelines, memoranda and other forms of written communication and job aids to assist OPS staff members with hiring procedures and practices. Design, develop and maintain OPS administrative intranet/internet websites to ensure current information is being provided and all resources are available for the public and/or applicants.
10%	Perform other Analyst II duties as required.

Working Conditions	This position reports to the Allenby Building in Sacramento. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. Independence of action and the ability to manage time and multiple priorities is required. Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required.
Other Information	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. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Telework will be determined based on business need. **DESIRED KNOWLEDGE** This position requires that the employee possesses and/or develops knowledge of the following: • Department of State Hospitals (DSH) policies and procedures. • DSH-OPS Post Orders. • Peace Officer Standards and Training (POST) policies and procedures. • When appropriate other Federal, State, and Local law enforcement agencies rules, regulations, and policies and/or procedures that would assist OPS in its overall mission. • Proficiency in Microsoft Word, Excel, Power Point, Visio, and Outlook. • Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and/or reviewed are complete, concise, and error free. **ABILITIES** This position requires that the employee possess and/or develop the following abilities: • To speak and write effectively. • To perform complex analytical work. • To perform program research and policy analysis. • To foster cooperation and interaction with departmental staff.

	• To utilize/learn new computer applications and programs. • To be well organized. • To work independently and as a team player. **TYPICAL PHYSICAL DEMANDS** The position requires sustained sitting, walking, standing and extensive use of telephones and personal computers and requires the ability to lift 15-20 pounds. 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's 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