

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

		RPA #	C&P Analyst Approval	Date	
<b>Employee Name</b>		<b>Division</b> Directorate/Office of Protective Services			
<b>Position No / Agency-Unit-Class-Serial</b> 461-511-7500-001		<b>Unit</b>			
<b>Class Title</b> Deputy Director, C.E.A. Level B		<b>Location</b> Sacramento			
<b>Subject to Conflict of Interest</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>CBID</b> M01	<b>Work Week Group:</b> E	<b>Pay Differential</b>	<b>Other</b>
<p><b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions:</b> Under the general direction of the Chief Deputy Director, Operations, the Chief, Law Enforcement, serves as the Deputy Director of the Protective Services Division and develops, implements and evaluates policies, procedures, programs and activities related to providing specialized law enforcement services, investigations and fire services for individuals and employees at each of the five state hospitals throughout the State. The Chief oversees, provides policy formation, and directs the 24/7 law enforcement, security, and fire service activities at the facilities through the State Hospitals' Police Chiefs, Supervising Special Investigators and Fire Chiefs.</p>					
<b>% of time performing duties</b>	<b>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).</b>				
30%	Develops, implements, and evaluates policies, procedures, and activities related to providing specialized law enforcement and fire services for patients and employees at the State Hospitals. On a statewide basis, formulates, implements, and enforces the department's policies and procedures for the Police and Fire Services functions in the State Hospitals and provides leadership, management consultation, expertise, and makes recommendations to the department's Police and Fire Chiefs and their staff regarding academy training, backgrounds, policy manuals, Police Officer Standard Training (POST) Orders, standard community policing models, uniforms, and equipment. Oversees the department's role in developing professional peace officer standards consistent with the Commission on POST regarding the ongoing professional training of peace officers and certification of the department. Serves as a member of the Executive Team and provides consultation on all law enforcement, investigative, fire service and emergency management matters. Maintains membership and/or chairs a variety of statewide committees and workgroups.				
30%	Manages a statewide investigation program for all five State Hospitals and headquarters; responsible for formulating, implementing, and enforcing departmental policies and procedures required to effectively and efficiently administer the Special Investigation function in the State Hospitals and at headquarters; provides leadership, management consultation, expertise, and				

	recommendations to State Hospital Supervising Investigators regarding standards in training, report format quality and quantity, specialized equipment, policy manuals; and works with local district attorneys and law enforcement agencies.
30%	Manages the Administrative Investigations Unit that coordinates legal and administrative investigations of matters pertaining to the State Hospitals. Functions include development and implementation of policies, procedures, and protocols for a coordinated system of compliance with statute and regulatory authority; investigation of complaints of impropriety, malfeasance, and non-compliance with standards and practices to ensure the legality and integrity of operations; oversight of staff who conduct all non-criminal, non-peace officer investigations, and all Sacramento investigations; training of ad-hoc investigators in the State Hospitals; and management of the day to day operations of staff in the Sacramento Office.
10%	Represents Law Enforcement and the department in a variety of meeting settings, including meeting with legislators and legislative staff, the Governor's Office, the California Health and Human Services Agency, members of the Attorney General's staff, and control agencies; testifies before the legislature and briefs administrative agencies; and develops written and speaking materials to support these efforts.
Working Conditions	<p>Telework consistent with DSH Policy Directive 5338 and Admin-OP 5338 may be considered with prior approval from management.</p> <p>If telework is approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face to face meetings, and/or travel throughout California as needed, with prior notice.</p>
Other Job Requirements	Use of technology, including but not limited to Microsoft Office, Teams, WebEx, Zoom, and other virtual platforms is required.
Other Information	<p>The California Health and Human Services (CalHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. These competencies describe both <i>what</i> the most successful CalHHS leaders do (e.g., plan and execute, solve problems, and make decisions) and <i>how</i> they do it (e.g., through the use of flexibility and interpersonal skills). These competencies are clustered under six CalHHS leadership focus areas and all DSH leaders are expected to exemplify these core competencies: Personal Leadership, Communication, Teamwork, Knowledge, Decision Making and Service.</p> <p>The incumbent is expected to thoroughly understand DSH's strategic plan and be committed toward the vision, mission, goals, and values. The incumbent leads their team toward accomplishing the DSH goals and individual objectives, driving them toward the vision of caring today for a safe and healthy tomorrow. During daily work, interactions, and decisions, the incumbent must exemplify</p>

and adhere to DSH's core values of safety, treatment, responsibility, communication, respect, and empowerment.

DSH 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. DSH facilities operate on a 24-hour, 7 day a week basis and support may be required outside of normal business hours to address emergent issues.

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.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

**Statement of Economic Interests / Form 700 Requirements:**

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. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

**Ethics Training and Compliance:**

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

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