

DUTY STATEMENT

OPOS 065-556-5393-XXX

(Rev. 2.13)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Peace Officer Appointment Section (POAS) – Sacramento Psychological Screening Program (PSP)	CLASS TITLE Staff Services Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road, Suite B, Sacramento 95827
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
Under the direct supervision of the Staff Services Manager I, Peace Officer Appointment Section, Psychological Screening Program, the Staff Services Analyst (SSA) is responsible for performing analytical work that supports the Department's charge to assess the psychological readiness of all peace officer candidates prior to, and through the appointment process; a key component prior to peace officer candidates being hired appointed to the Basic Correctional Officer Academy and Basic Correctional Juvenile Academy.

% 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. <i>(Use additional sheet if necessary)</i>
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75%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>PSYCHOLOGICAL SCREENING PROGRAM:</p> <ul style="list-style-type: none"> • Reviews candidate psychological screenings for completeness and determines candidate's ability to meet departmental psychological requirements based on a psychological screening performed by the Department's contract psychologists. • Maintain and coordinate processing of psychological scheduling and results as assigned, including reviewing, approving and filing information as documents are received. • Assist in ongoing statistical assessment of the psychological screening process; tracks rate of decline and appeal hearings. • Monitor workload indicator for contracted psychologists; generate candidate clearance/disqualification letters; where applicants are disqualified, include reasons for disqualifications and information about applicants' right to dispute decisions. • Provide correspondence informing candidates of dispute decisions; where decisions are upheld, inform candidates of their appeal rights. • Utilize data management tools provided, update psychological files and databases daily. • Assists in generating reports daily and bring to management's attention any cases that are delayed and stand to impede meeting established timelines.
25%	<p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Perform special projects, records management and other duties as required.

DESIRABLE QUALIFICATIONS:

- Independent;
- Excellent organization skills;
- Attention to details;
- Confidentiality due to nature of work projects;
- Tactful and professional;
- Open-minded and flexible to other ideas and solutions;
- Excellent written and communication skills;
- Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Internet Explorer);
- Able to multi-task.

INTERPERSONAL SKILLS:

- Works well with a team or group;.
- Able to receive verbal and written direction.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Office environment;
- Business dress, according to current policy;
- Extended periods of time in seated position;
- Use computer and telephone in performing work;
- Ability to handle stress;
- Confidential and sensitive environment;

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE