

ATTACHMENT C
RESPONDENT'S ARGUMENT

JAN 30 2014

CalPERS Board Unit

①

January 30, 2014

Ref No. 2013-0255

Celia Kastner

3960 S. Higuera St. Spc. 47

San Luis Obispo, Ca. 93401

Subject: "Respondents Argument"

Dear Calpers:

I Celia Kastner various visit of doctors appointments. I have had approximately twenty - thirty as advise through many appointments for neck, shoulder and back, upper to lower back

I Celia Kastner has on going medical appointments etc., due to many referrals ended up bilateral wrists and hands disabilities, which I can not perform my regular job duties as an Custodial at Ascadero State Hospital.

I Celia Kastner during all this, I've felt nausea, dizziness, vomiting, migranes headaches, exstented back pain, shoulder pain, numbness and loss of weight

Received

JAN 30 2014

Collegers Board Unit

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Rel No. 2013

January 20, 2014

Dear Mr. [Name]

I am writing to you regarding the [Subject]

subject of [Subject]

Dear Mr. [Name]

I am writing to you regarding the [Subject]

of [Subject]

I am writing to you regarding the [Subject]

of [Subject]

I am writing to you regarding the [Subject]

of [Subject]

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and all this denied.

Ref NO. 2013-
0257

I Celia Kastner, "Respondent", enclosing
my job description as a Janitor / Custodian
for "Argument" of my disabilities

Thank you for your attention to this
matter.

Sincerely,

Celia Kastner

DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
ATASCADERO STATE HOSPITAL
Program VI

JOB CLASSIFICATION: JANITOR / *Custodian*

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Performs janitorial duties in keeping an assigned area clean and orderly; may instruct, lead or supervise clients/patients. Area of responsibility includes all areas of the unit except for patient rooms/dorms except for terminal cleaning of bed and living space as required for patient transfer or room exchanges.

50 % **Clean:** Dusts, polishes cabinets and furniture/woodwork; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, venetian blinds. Sweeps, scrubs, mops, waxes floors, vacuums rugs/carpets. Empties/cleans waste receptacles, cleans stairwells, escalators, elevators, hallways, restrooms, offices, lobbies, refills lavatory dispensers. **Must be able to squat, stoop, twist and kneel. Must be able to move about.**

25 % **Instruct and Supervise Patients:** Employee instructs and supervises patients in housekeeping vocational skills and on operation of housekeeping cleaning methods and techniques and infection control procedures. **To work safely within the hospital's standard safety guidelines. Must be able to communicate with patients and staff.** Employee keeps patient's work time and completes vocational monthly evaluations.

15 % **Housekeeping Equipment:** Operates scrubbers, buffers, and other equipment and machinery. **Must be able to use your arms to steer the equipment, legs and feet to control equipment and must be able to lift 45# and push and pull 25#.** May operate a freight or passenger elevator.

10 % Supervises at least two patient VSA housekeeping workers for a total of at least 173 hours per pay period to qualify for IWSP pay. Submits completed time sheets and monthly evaluation of patient workers to the Nursing Coordinator by the fourth day of each month.

2. SUPERVISION RECEIVED

Unit Supervisor or designee.

3. SUPERVISION EXERCISED

Supervises assigned patients workers.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Methods, materials, chemicals, disinfectants, equipment, and safety practices used in janitorial work.

ABILITY TO:

Use and care for janitorial equipment and supplies; follow written and oral directions; read and write at a level appropriate to the classification. Ability to supervise and teach patient workers patient workers in housekeeping skills on Vocational Services Assignment to the Program; teach correct procedures, techniques and safe methods of using cleaning equipment and pre-mixed chemicals; infection control techniques and personal safety within the hospital standard safety guidelines. Teaches patients good body mechanics, cleaning procedures and safety in handling equipment and pre-mixed chemicals. Keeps accurate records of patients' time worked on patients' Planned Scheduled Treatment record and patients' work attendance records for payroll purposes.

5. REQUIRED COMPETENCIES

SAFETY / INFECTION CONTROL

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards. Review, observe and follow hospital safety policies and procedures. Report all safety hazards to supervisor. Participate in all mandatory and safety training including timely reviewing of material Safety data sheets and hazardous substance lists. Observe all safety precautions taught in New Employee Health and Safety and Back Care Classes. Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

CPR

Not required.

AGE SPECIFIC

Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric Adolescent Adult Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (PMAB).

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace that enables the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Safely operates housekeeping equipment and machinery such as scrubbers, buffers, and other equipment and machinery to clean offices, dayrooms, therapy rooms, classrooms, conference rooms, hallways and all other areas not used for patient sleeping by cleaning walls, windows, screens, furniture, light fixtures, doors, phone booths, showers, bathrooms walls, vents, windows, light fixtures, floors and baseboards and to mop, strip, wax, and buff floors as directed. Maintains outdoor areas by cleaning porches, stairs, landings, sidewalks, windows, etc. Maintains stairwells by cleaning walls, windows, screens, stairs, landings, doors, light fixtures, handrails, grills/vents, etc. Maintains outdoor areas by cleaning porches, stairs, landings, sidewalks, windows, etc. Maintains stairwells by cleaning walls, windows, screens, stairs, landings, doors, light fixtures, handrails, grills/vents, etc.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrates the ability to maintain professional therapeutic relationships with patients to assist them with problem solving while learning job skills, and to teach/model principles of the norm of non-violence.

TRAINING

Attends and applies knowledge in cleaning processes learned in scheduled janitorial training classes and annual review classes.

6. LICENSE OR CERTIFICATION

NOT APPLICABLE

7. TRAINING – Training Category = 04

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Pelvia L. Hastnat
Employee Signature

Pelvia L. Hastnat
Print Name

7/26/11
Date

Gina Crocus US
Supervisor Signature

Gina Crocus US
Print Name

7/13/11
Date

Floyd F. [unclear]
Reviewing Supervisor Signature

Floyd F. [unclear]
Print Name

7/13/2011
Date

P.S. I was out on comp. my job description was mailed to me. I signed and sent it back.