

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Research Data Analyst II		WORKING TITLE Research Data Analyst II		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Research & Standards	
ASSIGNED SPECIFIC LOCATION Oakland				POSITION NUMBER 400-418-5731-987
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general supervision of the Deputy Chief, Health in the Division of Occupational Safety and Health (DOSH), the Research Data Analyst II (RDA) performs economic and fiscal analysis of occupational health rulemaking proposals and regulations. This includes using databases from the California Labor and Workforce Development Agency, the California Health and Human Services Agency California, the U.S. Department of Labor, U.S. Department of Health and Human Services, and others to find, extract, and compile data on program costs, labor costs, healthcare costs, unemployment costs, welfare costs, and other costs. The incumbent will use this data to calculate the total costs and benefits of occupational health proposals and regulations and write reports explaining the data, costs, benefits, and calculations. The incumbent will answer regulated public and stakeholder inquiries about the data, costs, benefits, and calculations. The incumbent may also be called upon to collect data by written correspondence, meetings and telephone, and design and conduct surveys.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	<p>Economic and Fiscal Impact Statements</p> <p>Conducts research, prepares and writes parts of or the entire Form 399 Economic and Fiscal Impact Statement that accompanies regulatory packages. The incumbent will research and extract data from databases and other sources to calculate and determine the following for each occupational health proposal or regulation: the total economic impact, the classification of businesses affected, the percentage of small business effected, the number businesses that will be created or eliminated, the number of jobs that will be created or eliminated, the ability of California businesses to compete with similar businesses in other states, costs for small and typical businesses, costs of reporting requirements, impact on housing costs, costs to businesses due differences from federal requirements, the share of total costs for each industry affected, the economic and fiscal benefits, the expansion of businesses within the state, costs and benefits of alternatives, fiscal effects on local government, fiscal effect on state government, and effect on federal funding of state programs. The incumbent will use databases including databases maintained by the California Labor and Workforce Development Agency, the California Health and Human Services Agency California, the U.S. Department of Labor, U.S. Department of Health and Human Services, and others to help complete the research and analysis.</p>
30%	Standardized Regulatory Impact Assessment

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	Assists in researching and writing the Standardized Regulatory Impact Statement (SRIA) for occupational health regulations including, summary of the categories of individuals and business enterprises who will be impacted; identification and description of all costs and all benefits, calculated on an annual basis; description of the 12-month period in which the economic impact of the proposed major regulation exceeds \$50 million; description of the baseline that was used to compare proposed regulatory alternatives; identification of each regulatory alternative for addressing the need for the proposed major regulation, including each alternative that was provided by the public or another governmental agency and each alternative that the agency considered, all costs and all benefits of each regulatory alternative considered, and the reasons for rejecting each alternative; description of the methods by which public input was sought and documentation of that public outreach; description of the economic impact method and approach, including the underlying assumptions used and the rationale and basis for those assumptions. Additionally, the incumbent will also help prepare responses to inquiries from the California Department of Finance, other government agencies and stakeholders regarding the Standardized Regulatory Impact Assessment and perform research and economic analysis to assist with determining whether a regulation requires a SRIA.
30%	Organizes, summarizes, and analyzes economic and fiscal data and calculations using Excel, Word, and other applications. Responds to inquiries from interested parties on issues relating to the economic and fiscal costs of occupational health regulations and proposals including from media. Prepares annual summary and statistical assessment of workplace violence incidents and various other enforcement actions as required by the Labor Code and the legislature. Performs other analytical research needed for regulatory packages including the Initial Statement of Reasons and Final Statement of Reasons.
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Percentage of Time Spent	Marginal Job Functions
5%	Perform other related duties as required to fulfill DIR and Cal/OSHA mission, goals, and objectives, including updating policies and procedures, and participating in special projects

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to establish and maintain cooperative working relationships with staff at all levels both within and outside the DIR to complete work assignments; display good judgement; possess, acquire and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; communicate effectively (orally and in writing) to successfully perform the duties of the position; seek direction where additional expertise is needed. Maintain attendance sufficient to complete tasks and assignments timely and meet regulatory deadlines. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Supervision Received

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The incumbent reports directly to and receives the majority of assignments from the Deputy Chief of Health.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a high-rise office building in a cubicle office setting with artificial light and temperature control. The position is located in the Oakland office. Typical machines, tools, or equipment required to operate include but are not limited to: Personal computer with Windows and database applications, copy/fax machines, and telephone. Incumbent may also telework part-time from home using state computers and equipment.

Special Requirements/Other Information

Incumbent must be able to plan and carry out research and data projects, be proficient with the use of applicable software programs and computers; ability to interpret, analyze and apply data to carry out duties; and facilitate the identification and resolution of issues related to the occupational health rulemaking.

Physical Abilities

The position requires the ability for prolonged sitting or standing to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

Incumbent must be able to engage stakeholders in a professional manner and maintain the confidentiality of the prevailing wage/collective bargaining unit information and other information obtained in the course of program administration.

Personal Contacts

The incumbent has contact with staff at all levels within the department, as well as external stakeholders and other interested parties.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date



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Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials

Approval Date