

## YOUR EFFORTS WILL MAKE FISCal A SUCCESS

### DUTY STATEMENT

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| <b>CLASSIFICATION TITLE</b><br><br>Associate Governmental Program Analyst   | <b>DIVISION NAME</b><br>Administrative Services Division                                |
| <b>WORKING TITLE</b><br><br>Emergency Coordinator/Health and Safety Officer | <b>OFFICE/SECTION/UNIT</b><br>Departmental Operations Office, Business Services Section |
| <b>EMPLOYEE NAME</b><br><br>VACANT                                          | <b>POSITION NUMBER</b><br>333-650-5393-001                                              |

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

#### **GENERAL STATEMENT**

Under direction of the Staff Services Manager I of the Business Services Section (BSS), the Associate Governmental Program Analyst works as the Emergency Coordinator/Health and Safety Officer, and is responsible for independently performing the most complex analytical and technical work in the business, administrative services and emergency preparedness to support the facilities and business services needs of the department. The incumbent performs analytical duties relating to emergency preparedness, physical building security, facility projects, ergonomic evaluations and provides support to all areas of the BSS. As part of the BSS, the incumbent provides technical support and assistance to the staff, managers, executives, internal and external stakeholders.

#### **SUPERVISION RECEIVED**

Reports directly to the Staff Services Manager II, Business Services Section Chief.

#### **SUPERVISION EXERCISED**

None. May act as lead when directed.

## **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

| <b><u>% OF TIME</u></b> | <b><u>ESSENTIAL FUNCTIONS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>20 %</b>             | <b>Physical Security</b> <ul style="list-style-type: none"><li>• Serve as the lead for contracted physical security services, overseeing all security guard functions.</li><li>• Conduct ongoing oversight of contracted security guard personnel, evaluate service performance, make recommendations for improving service levels and work with vendor and/or control agencies to resolve any service related issues.</li><li>• Provide ongoing direction and instruction/training to security guards to ensure an appropriate level of customer service, compliance with contract requirements and adherence to FI\$Cal policies and procedures regarding building access and security.</li><li>• Analyze all security guard reports and logs to mitigate any potential building security issues.</li><li>• Utilizing the CCURE 9000 database, issue access badges, modify access levels and coordinate employee, contractor and business partners badge appointments. Monitor and track permanent and temporary badges to ensure integrity of building access from unauthorized individuals, including verifying inventory of temporary badges and for staff separating from FI\$Cal no longer requiring building access.</li><li>• Collaborates with Contracts Section staff on the renewal of security guard contract to ensure no disruption in contracted services.</li></ul> |
| <b>40%</b>              | <b>Emergency Preparedness</b> <ul style="list-style-type: none"><li>• Independently coordinate with stakeholders to update to the department's Emergency Preparedness and Evacuation Plan and corresponding guidelines. Consult with and advise employees regarding emergency procedures. This includes but is not limited to evacuation maps, emergency response team roster, floor plans, and information regarding identification of employees needing assistance during an emergency.</li><li>• Develop and provide training to ensure all employees have knowledge of and are prepared to follow established emergency procedures.</li><li>• Independently develop and implement FI\$Cal's Emergency Plan Training Calendar and conduct emergency awareness training, drills and exercises for all emergency teams and staff. Establish and maintain the emergency team rosters,</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|      | <p>equipment, and other items as needed to ensure project emergency readiness.</p> <ul style="list-style-type: none"> <li>• Facilitate post-drill exercises and incidents meetings with pertinent emergency teams and staff in order to measure the effectiveness of the emergency plan, and develop and execute action plan(s) to further enhance FI\$Cal's emergency readiness.</li> <li>• Independently develop, implement, update and maintain the department's Automatic External Defibrillators (AED) Program. Educate and advise employees regarding the AED program, which includes instructing identified/designated staff members on the proper application and safe utilization of AED devices. Develop, arrange for, and provide required training for employees to ensure the AED Program requirements are followed.</li> <li>• Implement, update and maintain the department's Cardiopulmonary Resuscitation (CPR) Program. Develop, arrange for, and provide training for designated employees, in order to ensure the CPR Program requirements are followed.</li> </ul>                                                                                             |
| 20 % | <p><b>Continuity Planning</b></p> <ul style="list-style-type: none"> <li>• Serve as the continuity planner for the Department of FI\$Cal, controlling the ownership of the Continuity plan document while maintaining, updating, and distributing to essential staff.</li> <li>• Independently coordinate with stakeholders to update the departments continuity plan. Consult with leadership and subject matter experts on continuity guidelines and requirements adherent to the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA).</li> <li>• Collaborate with continuity manager to develop and implement continuity training, drills and exercises for designated staff within the continuity plan.</li> <li>• Facilitate post-drill exercises and incidents meetings with pertinent continuity staff in order to measure the effectiveness of the continuity plan.</li> <li>• Represent the department's interests and needs in external meetings with control agencies, vendors or other stakeholders to provide and receive information on various continuity requirements and updates for state departments.</li> </ul> |
| 10 % | <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Maintain tracking and oversight of all Ergonomic Evaluation Requests. Provide employees with Ergonomic Evaluations, including individualized workstation consultations and education on correct posture. Provide training to employees on the proper use of ergonomic equipment.</li> <li>• Develop Ergonomic Evaluation Reports, including recommendations for modification to workstations and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|           | <p>ergonomic equipment purchases. Ensure appropriate equipment is ordered, delivered, and implemented properly at respective employee's workstation.</p> <ul style="list-style-type: none"> <li>• Responds to building service requests and participates in special projects related to the BSS's functions, as necessary.</li> </ul> |
|           | <b>MARGINAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                             |
| <b>5%</b> | <ul style="list-style-type: none"> <li>• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>                                           |

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

### **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

### **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, telephone, computer and general office equipment, as needed. This position requires use of a hand-cart to transport documents and/or equipment up to 20 pounds (i.e., laptop computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from

discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee 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.

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Hiring Manager Signature

Date

HR Analyst: AR

**Date Revised: 10/03/25**