

**Department of Health Care Access and Information  
Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Department of Health Care Access and Information Office of Administrative Services Procurement and Contract Services	
<b>Position Number</b> 441-163-5393-708	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Associate Governmental Program Analyst	<b>Working Title</b> Health and Safety Coordinator	

<b>General Description</b> The Associate Governmental Program Analyst (Health and Safety Coordinator) works under the general direction of the Staff Services Manager I within the Procurement and Contract Services Branch and independently performs a wide range of complex analytical and technical work related to health and safety matters, as well as other department-wide operational and administrative assignments.  The Health and Safety Coordinator plans, develops, and oversees programs and processes that support a safe, compliant, and effective workplace. Key areas of responsibility include health and safety, emergency response, hybrid work structure, records management, facilities coordination, departmental training, injury and illness prevention program, and continuity planning.	
<b>Supervision Received</b>	Reports directly to the Staff Services Manager I (Business Services Manager).
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to the Los Angeles office and work hours may deviate from core business hours of 8:00 a.m. to 5 p.m., Monday through Friday.
<b>Job Duties</b>	

E = Essential, M = Marginal

- 40% E **Policy and Procedure Development, Implementation, and Maintenance (Health and Safety Coordination; Emergency Response)**  
Draft, update, and maintain department policies and procedures for the effective implementation of the Department's Health and Safety program. Responsible for the day-to-day operation of the Health and Safety (H&S) program; identifies and mitigates unsafe practices and conditions and takes immediate action to correct unsafe conditions; interprets federal, state, and local H&S regulations (i.e., Cal/OSHA requirements, including injury and illness prevention program COVID-19 Prevention, Emergency Action Plans, Fire Prevention Plans, Bloodborne Pathogens, and Ergonomics/RMI as applicable to office/hybrid settings. Coordinate legal/policy reviews and ensure alignment with State Administrative Manual (SAM) and department policy frameworks. Prepare implementation toolkits (Standard Operating Procedures, checklists, forms) and change-management plans. Advises management concerning best practices on current methods and trends in the H&S field.
- Maintain HCAI's emergency preparedness program in accordance with California's Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidance; ensure plans integrate with state systems and local partners. Lead development and upkeep of Continuity of Operations (COOP) plans aligned with California Office of Emergency Services (Cal OES) continuity guidance and Federal Continuity Directives (FCD program requirements). Coordinate hazard analyses, readiness checklists, and resource inventories supporting essential functions.
- 20% E **Hybrid Workforce Health, Safety and Accessibility**  
Implement and periodically update hybrid/telework health & safety procedures in alignment with the Statewide Telework Policy and department policies, including safe remote workspaces, confidentiality, and ergonomics. Coordinate with HR and CalHR-certified assessors on reasonable accommodation processes related to telework and workspace adjustments under ADA/FEHA. Assist with developing guidelines and procedures; consults with managers and supervisors to identify potential issues and mitigate the cause before injury occurs; follows through with employees and management to ensure ergonomic adjustments resolve the potential problem. Coordinates with consultants, and schedules ergonomic assessments for employees, distribute ergonomic reports to the Deputy Directors and distribute recommended ergonomic equipment to employees, and follows through with employees and management to ensure ergonomic adjustments resolve the potential problem. Facilitates procurement of ergonomic equipment, and follows through on recommendations to support staff health, productivity, and ADA accommodations where applicable. Maintain an appropriate inventory of HCAI approved ergonomic equipment.
- 20% E **Stakeholder Coordination and In-Office Support**

Track regulatory changes; perform internal audits for Cal/OSHA and continuity compliance; recommend corrective actions and timelines. Compile required reports and metrics for management and external partners (e.g., training completion, drill results, incident trends). Serve as the program liaison with California Governor’s Office of Emergency Services (Cal OES), California Division of Occupational Safety and Health (Cal/OSHA) California Department of Industrial Relations (DIR), internal divisions, and facility managers; provide technical guidance on policy interpretation and implementation.

Support the Facility Services Section which requires an in-depth understanding of applicable Department of General Services (DGS) and control agency procurement, fleet, facility, record, and property rules and applicable sections of the State Administrative Manual (SAM). Maintain the department asset inventory of all items purchased and prepare annual reports. Maintain property accounts and records of location of property, utilizing ServiceNow, Fi\$Cal, and various forms.

15% E

**Training, Exercises, and Program Readiness**

Coordinates and facilitates all mandated emergency preparedness drills for HCAI (e.g., fire, earthquake, evacuation) and ensures that all staff receive timely and clear communication on safety protocols and updates. Develop and deliver staff training for injury and illness prevention/COVID-19 Prevention, Employee Assistance Program/facilities planning process, blood born pathogen exposure control (as applicable), ergonomics, and emergency roles; maintain required training documentation. Plan and evaluate drills/tabletops consistent with Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) and California Governor’s Office of Emergency Services (Cal OES) continuity workshops, document After-Action Reports and improvement plans.

5% M

**Other Duties as Assigned**

Perform other related analytical or administrative tasks in support of HCAI’s mission, including participation in cross-unit projects, assisting in policy development outside of primary scope, and supporting special assignments from management.

**Other Expectations**

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI’s Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

\_\_\_\_\_  
Employee Signature/Date

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Supervisor Signature/Date