

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval DRA	Date 11.17.2025
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Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-511-5393-		Unit Standards Compliance		
Class Title Associate Governmental Program Analyst		Location Health & Safety		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Staff Services Manager I (Health & Safety Officer) incumbents will enforce, evaluate, and provide statistical analysis as it pertains to the hospital's environmental safety programs. This includes safety risk assessments, program evaluation, systems development planning, policy analysis and formulation, and monitoring of compliance for the hospital's various safety programs such as; Injury and Illness Prevention Program, Hazardous Waste Management, Hazard Communication Program, Heat Injury and Illness program, etc.

% 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; PERCENTAGE MUST 100% TOTAL. (Use additional sheets if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
40%	Maintain, enforce, and update safety programs such as the Injury and Illness Prevention Program, Hazardous Waste Management Program, Hazard Communication Program, Heat Injury and Illness program, etc. to include necessary safeguards to prevent workplace safety hazards, ie slips, trips, falls, and other work-related injuries as prescribed by California Code of Regulations (CCR) Title 8, 22, and 24, California Occupational Safety and Health (Cal/OSHA) and other applicable standards. Consults with and makes recommendations to management regarding training and implementation of the facility's safety programs.
35%	Coordinates and maintains the hospital's Environment of Care safety programs via the monitoring, evaluation, assessment, and tracking of workplace injury/hazard data to identify areas of concern. Facilitates activities to minimize risks in the Environment of Care by coordinating worksite inspections. Coordinate risk assessment by observing, documenting and facilitating resolution of unsafe conditions and environmental deficiencies. Observation and monitoring activities include visiting worksites of suspected or identified hazards. Processes and tracks plan of corrections for identified deficiencies.
	<u>MARGINAL FUNCTIONS</u>
10 %	Develop and present health & safety training. Coordinate with hospital staff development personnel on the integration of health & safety training with hospital wide programs. Obtains and determines appropriate use safety-related mediums such as posters, audio-visual materials and training aids for safety campaigns and training programs. Research ways to improve quality of safety training and preparedness for multiple disciplines.

10 %	<p>Leads and facilitates the Safety Representative Committee. Serves as a member on various internal committees. Acts as a liaison for the Health & Safety department and interfaces with a number of regulatory agencies such as Cal OSHA, California Department of Public Health (CDPH), The Joint Commission (TJC), etc.</p>
5%	<p>All other duties and special projects assigned consistent with this classification</p>
Other Information	<p>SUPERVISION RECEIVED Under the direction of the Health & Safety Officer</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification</p> <p>LICENSE OR CERTIFICATION - not applicable</p> <p>TRAINING - Training Category = Type II General The employee is required to keep current with the completion of all required training.</p> <p>THERAPEUTIC STRATEGIC INTERVENTION (TSI) Supports safe working environment; practices the strategies and intervention that promote a</p>

therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

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 can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. The required function of this position is to consistently provide exceptional customer service to internal and external customers.

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 Office of Human Rights).

Employee's 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.

Supervisor's Signature

Date
