

DUTY STATEMENT

TECH 052 (REV. 02/2018)

PROPOSED**RPA NUMBER (HR USE ONLY)****25-160****ALERT: This form is mandatory for all Requests for Personnel Action (RPA). INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 1/8/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Analyst II		E. POSITION WORKING TITLE Health and Safety Specialist
F. CURRENT POSITION NUMBER 695-244-5393-713		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-244-5393-713
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Human Resources/ People and Culture/People Relations/PG 1		I. SUPERVISOR NAME AND CLASSIFICATION Carol Chavez-Perez, Supervisor I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-F, 8AM-5PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	Organizational Setting and Major Functions Under the direction of the Employee Relations Manager (Supervisor I), the Health and Safety Specialist (Analyst II) leads strategically integrated programs and is responsible for advising and making recommendations to management regarding the Health & Safety, Wellness and Diversity, Equity, Inclusion and Accessibility (DEIA) programs for the California Department of Technology (CDT).
35%	Essential Functions Health and Safety Program Officer <ul style="list-style-type: none"> Serve as CDT's primary liaison with Cal OSHA, ensuring regulatory compliance, while also critically evaluating how health & safety rules impact diverse employee groups. Acts as the point of contact for health and safety issues within the Department. Updates, maintains, and analyzes the accident/injury log to ensure compliance with Cal OSHA requirements. Lead the design, maintenance and continuous improvement of the Injury and Illness Prevention Program (IIPP), ensuring that policies/procedures embed equity, accessibility, and fair treatment. Develop key safety metrics (lagging and leading indicators) to track trends over time, identify at-risk populations or worksites, and recommend targeted interventions. Use data (e.g., injury rates by department, ergonomic incidents, participation in wellness activities, employee survey feedback) to inform decisions, prioritize resources, set benchmarks, and report outcomes to leadership Distributes health and safety information to employees through electronic/physical bulletin boards, brochures, pamphlets, and other appropriate media. Coordinates and/or contracts for annual health and safety training, ensuring staff awareness and compliance. Maintain First Aid kits and contract management for supplies; ensure suppliers and service contracts reflect DEIA values—diversity in vendors, equity in access Serves as Contract Administrator for all CDT facilities First Aid supplies, overseeing procurement and management. Provides New Employee Orientation Training on the IIPP, and accident prevention as needed. Research health and safety best practices and trends to stay current with industry standards and ensure the Department's practices are up to date.

30%

Ergonomics and Reasonable Accommodation

- Independently perform ergonomic assessments for employees requesting adjustments; monitor whether accommodation is effective and equitable.
- Coordinate use of external ergonomic consultants when needed; ensure that recommendations, equipment purchases, or workspace adjustments respect accessibility and DEIA principles.
- Advise supervisors and managers on inclusive design, universal access, and how to budget and procure ergonomic and accommodation equipment with fairness and transparency
- Serves as the Administrator for the professional Ergonomic Consultant contract, overseeing the terms and ensuring compliance with the agreement.
- Research ergonomic best practices and trends, staying current with industry standards to continuously improve workplace ergonomics.

20%

Wellness Coordinator

- Lead and promote a “CDT Wellness & Inclusion” identity—developing consistent messaging, visual branding, storytelling that reinforces that CDT cares deeply about whole-person wellness and inclusive workplace culture.
- Collaborate with Employee Engagement, DEIA, and Communications teams to amplify wellness, safety, and inclusion initiatives; ensure programs are visible, accessible, and resonant for all employees.
- Conduct periodic employee needs assessments, pulse surveys, focus groups, or equity audits to identify gaps in wellness, safety, access, or sense of belonging; use findings to shape, prioritize, and evolve wellness & inclusion programs.
- Plan, launch, and evaluate employee wellness challenges, seminars, resources (e.g. mental health, stress reduction, financial wellness) with inclusive design, ensuring remote/hybrid/onsite workers all have access.
- Prioritize wellness programs and interventions based on survey data and reported feedback, focusing on initiatives that will have the greatest impact on participants.
- Coordinate, communicate, promote, and implement onsite biometric screenings and educational seminars on targeted wellness topics to engage employees and improve overall health.
- Prepare and present reports on the impact and effectiveness of wellness programs, providing data-driven insights to support continuous program improvements.

10%

Procurement and Cal-Card

- Make authorized purchases of ergonomic and reasonable accommodation equipment; follow state/agency procurement policies; ensure decisions reflect both function and inclusiveness.
- Maintain purchasing documentation (receipts, pre-approvals, invoice files), participate in audits, ensure compliance and transparency.
- Act as backup for office supply procurement; ensure supplies promote employees' health and well-being (ergonomic, accessible, safe) and are equitably distributed across locations.
- authorized purchases of ergonomic and reasonable accommodation equipment.
- Adhere to spending thresholds and obtain pre-approval, if required for certain purchases
- Maintain and file receipts, invoices and supporting documentation and participate in audits and reviews

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Acts as back up to the Medical Management Consultant
- Assists with Public Awareness Campaigns; particularly those tied to DEIA and well-being, e.g. Family Leave, Mental Health Awareness.
- Works with the Business Continuity Section, Facilities Section, and Security Personnel on various issues.

- Partner with Business Continuity, Facilities, and Security Sections on emergency preparedness—ensuring DEIA considerations are built into evacuation, shelter, safety drills, and facility design.
- Travel between CDT locations as needed to perform assessments, training, and site visits, ensuring on-site inclusion and safety best practices

Work Environment Requirements

Must be flexible to work at various CDT locations (onsite, remote, field,), as required. Must be able to work outdoors at times and be able to lead emergency evacuations and drills.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Analyst II will receive directions from Supervisor I and the Supervisor II. Specific projects will be generally defined with primary objectives identified. Daily assignments and projects will be reviewed for quality and effectiveness as work proceeds and when complete.

Actions and Consequences:

The Analyst II is expected to independently interact with program supervisors and managers to effectively make decisions related to Health and Safety requirements daily and discussed with the Employee Relations Manager and other managers if needed. Bargaining Unit contract interpretation, ergonomic advisement, etc. will be made daily. All actions will be discussed with the unit supervisor before or after the action takes place. Failure to properly advise supervisors and managers could result in improper documentation, incorrect ergonomic assessments, or unmet safety requirements, potentially jeopardizing the working conditions of CDT staff. Failing to protect HR confidentiality can lead to serious legal troubles and long-term damage to the Departments reputation

Personal Contacts:

The Analyst II will be required to interact with all levels of staff at the CDT. This position will interact with the Business Continuity Section, CDT Facilities Section, Security Personnel, and contracted Engineers at various locations.

Administrative and Supervisory Responsibilities:(Indicate "None" if this is a non-supervisory position.)

The Analyst II is responsible for monitoring and ordering all necessary health and safety items (first aid supplies, safety equipment, educational materials, etc.) and expenses. The incumbent is also responsible for preparing service requests for yearly contracts for service.

Supervision Exercised:

None

Other Information

Desirable Qualifications: (List in order of importance.)

- Comprehensive training and knowledge of health and safety codes, rules, and regulations.
- Strong understanding of Cal OSHA requirements, ensuring compliance with safety standards and regulations.
- In-depth knowledge of ergonomic assessments, including best practices and current trends in the field.
- Ability to build cooperative working relationships with staff at all levels, both within the department and across external organizations.
- Effective communication skills, capable of consulting and conveying information to staff at all levels within and outside the department to complete assignments efficiently.
- Analytical abilities to assess complex data and provide actionable recommendations or feedback to staff at all levels, both within and outside State Civil Service.
- Logical reasoning skills, with the ability to analyze data and reach accurate, defensible conclusions.
- Detail-oriented, with the ability to complete assigned work and review it for accuracy and compliance.
- Adaptability in a fast-paced environment, with the capacity to handle shifting priorities and multitask effectively.
- Ability to work both independently and collaboratively in a group setting, contributing to team success.
- Strong commitment to confidentiality, ensuring sensitive information is handled appropriately.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.		
INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.		
SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE

