

DUTY STATEMENT

Employee Name:	Position Number: 580-131-4800-900
Classification: Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Lab Security and Emergency Response Manager	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Facilities Management Services / Laboratory Security & Emergency Response Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

The Supervisor I, Lab Security and Emergency Response Manager, plans, organizes, and directs the activities of the Laboratory Security & Emergency Response (LSER) Unit and provides supervisory and administrative oversight of campus-wide security, safety, and emergency preparedness programs at the Richmond Laboratory Campus. The incumbent performs full supervisory responsibilities, including staff selection, training, performance management, and workload direction. The Supervisor I provides programmatic leadership to ensure the effective implementation of security operations, life-safety systems, emergency preparedness, safety compliance, and related contractual services. The position ensures compliance with applicable state, federal, and local laws, regulations, and departmental policies governing workplace safety, hazardous materials, emergency response, and

facility security, and serves as a liaison with internal programs and external oversight agencies. The incumbent supports an inclusive and equitable approach to safety and emergency management by promoting accessible policies, training, and communications.

The Supervisor I works under the general direction of the Manager II, Assistant Division Chief of the Program Support Division/Chief of Facilities Management Services (FMS).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Plans, organizes, and directs the work of the LSER Unit. Recruits, interviews, selects, and trains staff. Assigns and reviews work, sets priorities and workload expectations, and completes probationary reports and annual performance evaluations. Provides ongoing coaching, mentorship, and professional development to support employee performance, accountability, and succession planning. Develops operational plans, policies, and procedures related to campus safety, security, and emergency preparedness. Oversees the implementation of safety measures, protocols, and emergency response functions at the Richmond Laboratory Campus. Serves as a technical and programmatic resource to campus staff on life-safety and security matters. Provides supervisory oversight of contracts supporting health, safety, and regulatory compliance functions, ensuring vendor performance, contract compliance, and service delivery standards are met. Contracts include but are not limited to Hazardous Waste Removal, Security Services, AED Medical Direction, Fire Alarm Systems, and other mission-critical agreements essential to protecting campus safety and security. Ensures training, contract administration, and program implementation incorporate equity and accessibility principles to ensure safety resources, services, and communications are inclusive and available to all staff.
- 25% Directs and oversees the review of maintenance and monitoring logs (equipment, maintenance, safety, etc.) to ensure accuracy, completeness, and compliance with regulatory and departmental requirements. Oversees the development, implementation, and ongoing maintenance of the Emergency Operations/Services Manual. Directs staff responsible for disaster preparedness planning, emergency exercises, and drills to ensure compliance with facility accreditation and regulatory standards. Ensures the preparation, accuracy, and timely submission of regulatory reports, permits, and required documentation. Serves as the primary program liaison with oversight and regulatory agencies (Cal/OSHA, Contra Costa County, DTSC, State Fire Marshal, etc.), coordinating inspections, audits, and corrective action activities to ensure compliance and continuous improvement. Promotes consistent and inclusive communication practices so that safety and compliance information is accessible to all staff.

- 20% Under the general direction of the Manager II, provides supervisory and programmatic leadership for the campus life-safety inspection, audit, and Quality Assurance (QA) programs. Directs and oversees staff conduct life-safety inspections, evaluate reported deficiencies, and ensures appropriate corrective actions are identified, prioritized, and implemented. Oversees the development and implementation of policies, procedures, and standards supporting life-safety, regulatory compliance, and survey readiness activities. Reviews QA findings, safety data, and performance metrics to assess program effectiveness and recommend improvements to leadership. Interprets and applies applicable state, federal, and local health and safety regulations and advises management on compliance requirements and risk mitigation strategies.
- 15% Directs and oversees campus-wide emergency preparedness, continuity of operations, and disaster response programs. Supervises staff responsible for planning and conducting drills, delivering health and safety training, and maintaining emergency communication systems. Provides oversight of coordination activities with Plant Operations, laboratory programs, law enforcement, fire services, and external partners to ensure emergency readiness for hazardous materials incidents, biosafety laboratory events, and other high-risk conditions. Ensures life-safety and emergency preparedness training programs are planned, implemented, and evaluated for effectiveness, consistency, and accessibility across the campus.
- 5% Represents FMS in meetings, committees, and interagency collaborations, advocating for health, safety, and regulatory compliance priorities. Prepares and delivers reports, briefings, and presentations communicating program performance, operational priorities, and risk mitigation strategies.

Marginal Functions (including percentage of time)

- 5% Performs other related duties as assigned, consistent with the supervisory and programmatic responsibilities of the position, ensuring support for campus health, safety, security, and emergency preparedness objectives.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: NW
 Date: 3/23/26