

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12, & 14

EMPLOYEE:	CLASSIFICATION: Analyst III	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Office of Policy & Administration/ Civil Rights & Equal Employment Opportunity (EEO) Programs	POSITION NUMBER: 163-180-5402-00X (XXXXX)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor II	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Analyst III is under the general direction of the Office of Civil Rights and Equal Employment Opportunity (EEO) Manager (Supervisor II) for the California Governor's Office of Emergency Services (Cal OES).
2. SUPERVISION EXERCISED:
N/A
3. PHYSICAL DEMANDS:
See additional pages.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contact with U.S. Department of Justice, Department of Homeland Security, California Civil Rights Department (CCRD), Equal Employment Opportunity Commission (EEOC), California Occupational Safety and Health Administration (Cal/OSHA), Cal OES employees, Office of the Director, managers, supervisors, and other state and federal agencies.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties of the position effectively could result in the Department's failure to comply with various Workplace Violence Prevention and Equal Employment Opportunity regulations and mandates, creating legal and financial liability.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

(CONTINUED) - EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

While fulfilling an operational assignment it is important to understand that you are filling a specific “position” and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Cal OES is committed to providing equal access to employment, upward mobility opportunities, and a work environment free from discrimination, harassment, retaliation, and workplace violence.

Under the general direction of the Supervisor II, in the Office of Civil Rights and Equal Employment Opportunity (EEO) Programs, the Analyst III, EEO & Workplace Violence Prevention (WVP) Specialist will function in a leadership role and is responsible for the more complex and sensitive analytical and technical duties in support of the Department's WVP and EEO initiatives. The Analyst III will work independently to develop, implement, coordinate, and monitor the Department's WVP and EEO programs, and ensure compliance with federal and state laws in these domains.

The incumbent may be assigned duties related to Cal OES's Upward Mobility Program, Limited Examination and Appointment Program (LEAP), language access services, employment demographics reporting and related projects, or organizational training. This position may also be assigned to tasks related to managing EEO compliance for Cal OES grantees. The incumbent will serve as a subject matter expert on topics related to federal and state civil rights and WVP laws.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Under the direction of the EEO Officer, facilitate the implementation of the WVP Plan in accordance with applicable laws and regulations. Collect and maintain WVP records in accordance with state laws and Cal OES policy. Act as the subject matter expert for Departmental supervisors/managers regarding navigating WVP issues and the complaint process. Collect and analyze WVP data to provide regular reports for the WVP team and senior leadership. Research and compute statistical data analyses, compare and evaluate findings, and prepare written and verbal summaries/recommendations. Coordinate, facilitate, and document meetings with internal stakeholders regarding WVP Plan implementation, records maintenance, risk reduction and hazard correction, and other WVP topics. Update communication materials including the intranet site. Prepare and present recommendations to senior management, executive staff and stakeholders regarding WVP policy interpretation, changes, legal updates, etc.
35%	Act as an investigator for more complex WVP and EEO complaints. Respond to reports and inquiries, complete intakes, and ensure timely referrals when needed. Conduct investigation processes in accordance with industry standards under the general direction of the EEO Officer. The incumbent acts as a liaison between the EEO Office and another internal or external investigator. Appropriately interpret and apply state civil service laws, rules, policies, procedures, and other state and federal laws and requirements as they relate to the WVP and EEO programs. Prepare investigative reports, responses to external agencies, and statistical or trend analyses for the EEO Officer, WVP team, and senior leadership. Prepare and present recommendations to senior management, executive staff and stakeholders regarding WVP and EEO investigations.
15%	Provide support to the EEO Officer and WVP team, including but not limited to acting in a lead capacity with respect to facilitating special projects, such as conflict resolution, hazard reduction or correction, and coordinating with external subject matter experts to assess trends and new requirements.
10%	Assist the EEO Office with various programs, such as Religious Accommodations, Americans with Disabilities Act (ADA) Oversight, language access, Upward Mobility, Workforce Analysis, and LEAP.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☒	☐	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☒	☐	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs.	☒	☐	☐	☐	☐
BENDING AT WAIST:	☒	☐	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☒	☐	☐	☐	☐
HANDLING: Documents, manuals, and materials.	☐	☒	☐	☐	☐
DRIVING:	☒	☐	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☒	☐	☐	☐
WORKING INDOORS: Office environment.	☐	☒	☐	☐	☐
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

This position requires confidential handling of sensitive information and professional interaction with people who are experiencing a variety of emotions.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title