

DUTY STATEMENT



☐ CURRENT

☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst I		WORKING TITLE BOI Analyst		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Bureau of Investigations	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400-488-5157-xxx	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the supervision of the Chief Investigator, Bureau of Investigations (BOI), the Analyst I will perform a variety of analytical and general office work for the Division of Occupational Safety and Health (DOSH), BOI. The Analyst I is responsible for analyzing Enforcement's data, monthly, to ensure all fatality cases have been opened in BOI and identify serious injury cases that need to be opened in BOI. The Analyst I will provide quality control of BOI cases that have been opened to ensure all the data is correct and to ensure the necessary notifications have been completed. The Analyst I will assist with identifying when a civil Enforcement appeal occurs on a fatality or serious injury case that is open in BOI to ensure the proper parties have been notified of BOI's open case. Assist with opening BOI cases, when needed. Provide support with the hiring process of new BOI staff by analyzing the completed hiring documents and assist in completing the package to submit to Human Resources. Assist with completing BOI's Annual Report and ensure BOI LEGEND statistical data is correct and updated. This position will provide administrative support to the Chief Investigator, Chief Counsel, and Administrative Chief of BOI.

Candidates must be able to perform the following essential functions with or without reasonable accommodations:

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
30%	Analyze Enforcement's data monthly to ensure all fatality cases have been opened in BOI and identify serious injury cases that need to be opened in BOI and ensure all data is correct. Provides quality control of the opened BOI cases by ensuring the cases were opened with accurate and complete information in addition to ensuring the proper notifications have been sent out for each case. Identifies inspections where an appeal has been filed and BOI has an open case. Prepare correspondences as needed.
30%	Receive and respond to telephone calls and emails. May assist with processing subpoenas. Assist with requesting equipment for new BOI staff in addition to ordering supplies for the BOI unit. Can assist with requests to Enforcement for inspection files being uploaded to BOI LEGEND. Assists the Chief Investigator with setting up meetings using Microsoft Teams and Outlook Calendar. Operates various types of office machinery including copy machines, scanners, fax machines, video conference systems and Polycom conference phones.
20%	Ensures support staff regularly monitor the BOI Outlook inbox and distributes correspondence or information received, accordingly. Provides administrative support to the Chief Investigator, Chief Counsel, and Administrative Chief of BOI.

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15%	Assist the Chief Investigator with BOI's Annual Report. Ensures support staff are contacting the District Offices timely to obtain the Enforcement files to be uploaded into BOI LEGEND for the investigative staff. Share inspection and case related information with investigators and attorneys, as needed. Assists the management team with hiring new BOI staff by analyzing the completed hiring documents to ensure they were completed properly and to assist in putting the hiring package together for submission to Human Resources. Ensures all opened cases have been input with all correct information and all required parties have been notified when opening and closing a case.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties as required to fulfill DIR-DOSH BOI mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The Analyst I shall possess the general qualifications of the position and be able to perform their duties with 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, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

The Analyst I will normally average forty hours of work per week including paid leave; however, depending on workload, special assignments, or projects, the incumbent may occasionally be asked to work beyond the forty hours per week. Currently, the Analyst I both teleworks and works in the office.

Supervision Received

Under the direction of the Chief Investigator in the Bureau of Investigations of the Division of Occupational Safety and Health.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Analyst I works in an air-conditioned office building with natural and artificial lighting. In addition, the incumbent works in a typical office setting with an interior workstation in a smoke-free environment. While performing assigned duties, the incumbent may be required to assist team members and professional staff. They may also be required, for extended periods of time, to operate a computer terminal and transcribe tapes from a transcribing machine, and to photocopy and assemble documents.

Special Requirements/Other Information

The Analyst I must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels within and outside of DIR and DOSH. The incumbent must have the ability to communicate effectively orally and in writing, adapt to changes in priority of assignments, read, understand and follow oral and

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written instructions, and have good computer skills with proficiency in Microsoft Office software.

Physical Abilities

Ability to use office equipment such as computers, multi-function printers, and telephones. Ability to organize and move files up to 25 lbs.

Additional Requirements/Expectations

May be required to occasionally travel for work or training.

Personal Contacts

The Analyst I has contact with investigators, attorneys and staff in DOSH Legal, employees and supervisors and managers in other units of DOSH, staff and management in the DIR Director's Office, other divisions within DIR and at the Labor and Workforce Development Agency, opposing counsel, unrepresented parties in their cases, judges and staff at administrative agencies, judges and staff in civil courts, court reporters, and members of the public.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

RL

C&S Analyst Initials

7/24/2026

Approval Date