



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Analyst II	681-600-5393-003
BRANCH (if applicable)	WORKING TITLE	CBID
Human Resources	Health & Safety / EEO Analyst	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
HR Operations Unit	Sacramento - Bateson	VACANT
IMMEDIATE SUPERVISOR		
Supervisor I / HR Operations Supervisor		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under the direction of the HR Operations Supervisor, the Health and Safety / Equal Employment Opportunity (EEO) Analyst independently performs journey-level analytical and consultative work to coordinate and administer a range of human resources, health and safety, and equal employment opportunity programs. The incumbent performs a wide range of sensitive analytical program work related to a variety of programs, including completion of mandated functions, activities, and reporting requirements.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Health and Safety Program Administration, Inspections, and Compliance Serves as the department's Health and Safety Program Coordinator and subject-matter expert. Independently develops, implements, administers, and evaluates comprehensive health and safety programs to ensure compliance with applicable federal and state laws, rules, and regulations and to promote a safe and healthful working environment for employees in office and field settings. Programs include, but are not limited to, the Injury and Illness Prevention Program, Protection from Wildfire Smoke Program, Influenza Pandemic Plan, and Heat Illness Prevention Plan. Plans, develops, and delivers mandated health and safety training; analyzes position duties and regulatory changes to determine applicable training requirements; and tracks and monitors training completion to ensure compliance. Conducts health and safety inspections of departmental facilities; serves as liaison with property management, building security, and the Fire Marshal; identifies hazards; prepares findings; recommends corrective actions; and monitors follow-up to ensure timely resolution. Receives and analyzes complaints regarding unsafe or unhealthy working conditions and conducts investigations of workplace accidents, injuries, and illnesses, as appropriate. Analyzes injury and incident data; prepares trend and cost-containment reports; maintains required records; and prepares and submits mandatory reports, including California Occupational Safety and Health Administration filings, to ensure compliance with applicable laws, regulations, and codes.	



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30%	Equal Employment Opportunity (EEO) Program Administration Performs a wide range of sensitive analytical program work related to programs administered by the Equal Employment Opportunity (EEO) Office. Conducts analytical work necessary to fulfill mandated EEO and Workplace Violence Prevention (WVP) functions, activities, and reporting requirements. Develops, implements, and administers EEO and WVP related policies, procedures, processes, and training, including Diversity, Equity, and Inclusion (DEI) initiatives, in accordance with applicable laws, regulations, and departmental policies. Administers the department's WVP program. Collects, maintains, and safeguards WVP records in compliance with legal and policy requirements. Serves as a resource to supervisors and managers by providing guidance on WVP policies, procedures, and complaint navigation processes. Collects, analyzes, and evaluates WVP data; conducts statistical and trend analyses; and prepares written and verbal summaries, reports, and recommendations for the WVP team and senior leadership. Coordinates WVP meetings, workgroups, and project activities and maintains WVP communication materials, including intranet content. Acts as an investigator for EEO and WVP complaints under the direction of the EEO Officer. Responds to reports and inquiries; conducts complaint intakes; ensures appropriate documentation; and facilitates timely referrals when required. Conducts investigations in accordance with established investigative standards, departmental procedures, and applicable state and federal laws. Serves as liaison between the EEO Office and internal or external investigators and agencies, as appropriate. Prepares investigative reports, responses, and analytical summaries, including statistical and trend analyses, for the EEO Officer, WVP team, and senior management. Exercises neutrality, tact, and diplomacy; maintains strict confidentiality; communicates effectively and sensitively, both orally and in writing; and maintains appropriate professional decorum when administering and handling EEO and WVP related matters.
10%	Workforce and Succession Plans Maintain current workforce and succession management plans. Conduct regular and ongoing evaluation of workforce and succession management plans strategies using key performance indicators. Conducts the department's annual workforce analysis to support equal employment opportunity and workforce planning efforts. Analyzes current and projected workforce needs, identifies skill and competency gaps, and prepares analytical reports and recommendations to address identified workforce needs.
5%	Ergonomics Program Coordinates the department's Ergonomic Program activities and serves as the primary point of contact for the Ergonomic Program. Reviews assessments and assists/coordinates procurement of equipment and/or workspace adjustments as needed. Maintain accurate records of all assessments and activities related to the assessment. Conduct worksite evaluations to identify any work-related risk factors that may need to be addressed. Monitor the program on a quarterly basis and provide an annual review that assesses the progress and success of the program.
5%	Employee Assistance Program (EAP) Coordination Coordinates the department's Employee Assistance Program by serving as liaison with CalHR and the EAP contractor. Promotes EAP services through outreach and educational materials and ensures employees and management are informed of available resources and referral procedures. Advises managers on appropriate use of EAP as a supportive resource for addressing job-related issues and ensures confidentiality of EAP-related information. Evaluates program effectiveness and recommends improvements to support employee wellbeing.



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5%	Upward Mobility Program Coordination Coordinates the department's Upward Mobility Program by maintaining program documentation, updating policies as needed, and disseminating information to employees and management regarding program opportunities and requirements. Monitors program participation and outcomes and prepares reports to support program evaluation and compliance.
5%	Bilingual Services Program Administration Administers the department's bilingual services program by coordinating and conducting the annual language survey, providing guidance and training to employees who interact with the public, and compiling and analyzing survey data. Determines whether identified language needs warrant additional staffing and submits required reports to the State Personnel Board through the Automated Language Survey Online System. Participates in required CalHR training related to bilingual services administration.
5%	Limited Examination and Appointment Program (LEAP) Coordination Coordinates the department's LEAP activities and serves as the primary point of contact for LEAP-related information. Monitors LEAP appointments to ensure compliance with program requirements; coordinates required documentation; assists managers with LEAP hiring processes; and serves as a resource to LEAP candidates and appointees.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
TYPICAL WORKING CONDITIONS	
• Work Schedule: Monday through Friday, 40 hours per week. • Communication: Regular use of communications related technologies, including personal computer applications, telecommunications systems, internet-based tools, voicemail, and email.	
TRAVEL REQUIREMENTS:	
Occasional travel may be required, including overnight stays. The incumbent may also be required to work nonstandard hours, including evenings and weekends, and to travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, conferences, meetings, and other activities necessary to perform job duties.	
DRIVING REQUIREMENTS: No	
If driving is required, it will be performed up to: N/A	
TELEWORK DESIGNATION:	
Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as telework eligible, office-centered .	
CONFLICT OF INTEREST: ☐ YES ☒ NO	
SPECIAL REQUIREMENTS:	
N/A	
PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office	
Office Based: Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.	



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ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

Activity	Frequency	Distance/Height
Sitting	Constantly (Over 6 Hours)	
Standing	Occasionally (Up to 3 Hours)	
Running	Never	
Walking	Occasionally (Up to 3 Hours)	
Crawling	Never	
Kneeling	Never	
Climbing	Never	
Squatting	Never	
Bending (neck)	Occasionally (Up to 3 Hours)	
Bending (waist)	Occasionally (Up to 3 Hours)	
Twisting (neck)	Occasionally (Up to 3 Hours)	
Twisting (waist)	Occasionally (Up to 3 Hours)	
Reaching (above shoulder)	Occasionally (Up to 3 Hours)	
Reaching (below shoulder)	Occasionally (Up to 3 Hours)	
Pushing & Pulling	Never	
Fine Manipulation	Constantly (Over 6 Hours)	
Power Grasping	Never	
Simple Grasping	Constantly (Over 6 Hours)	
Repetitive use of hand(s)	Constantly (Over 6 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Never	
Driving	Never	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Occasionally (Up to 3 Hours)	
26 – 50 lbs.	Never	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	



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100 + lbs.	Never	
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS 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 (TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE