

DUTY STATEMENT



☐ CURRENT

☒ PROPOSED

CIVIL SERVICE CLASSIFICATION ANALYST II		WORKING TITLE SECURITY AND SAFETY ANALYST		
PROGRAM NAME Office of Administrative Services		UNIT NAME Safety and Security		
ASSIGNED SPECIFIC LOCATION 1416 9th Street, Sacramento			POSITION NUMBER 400 – 130-5393-184	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Supervisor I, the Analyst II independently performs complex analytical duties related to emergency preparedness, security, health and safety, and facility management

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%	Emergency Preparedness Plans, organizes, and manages a department-wide emergency planning committee responsible for emergency preparedness activities, complex training needs, and emergency preparedness drills. Collaborates with DIR staff to research, develop, implement, and monitor office emergency preparedness policies. Manages the development and annual submission of the Department's Business Continuity Plan, Business Impact Analysis, and Business Continuity Checklist to the California Office of Emergency Services (Cal OES). Leads the development, training, and testing of the roles and responsibilities of the Business Continuity Plan and Business Impact Analysis. Collaborates with other designated staff in each office to establish complex operational procedures to recover and sustain essential functions in emergencies. Provides guidance and direction for the resumption of normal business operations following an incident or disaster. Communicates with management and executive staff regarding office conditions that may require the temporary closure of a local office. Manages the DIR emergency notification system, Everbridge, to ensure DIR staff receive timely and ongoing communication in the event of an emergency situation. Leads the procurement, management, and administration of emergency preparedness contracts.
20%	Security Serves as the Department of Industrial Relations (DIR) security coordinator. Plans, organizes, and manages security activities, complex training needs, and building evacuations. Collaborates with DIR staff to research, analyze, develop, implement, and monitor security procedures. Directs periodic audits of security measures. Coordinates and responds for DIR and building staff in the event of an emergency or natural disaster by working with internal and external subject matter experts to maximize the safety and security of people and property. Leads the procurement, management, and administration of security related contracts. Conducts follow up meetings with DIR staff and stakeholders to develop and present process improvement changes to DIR management, if warranted, based on feedback from previous security incidents. Leads the procurement, management,

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	and administration of security related contracts and security related tenant improvements in DIR locations.
20%	Health and Safety Conducts investigations and provides reports for workplace health and safety incidents, accidents, or exposures. Acts as the Department-wide point-of-contact for health and safety issues. Functions as an expert resource regarding DIR's Injury Illness Prevention Program (IIPP). Maintains and publishes workplace health and safety plans, as needed. Provides DIR employees with health and safety information via electronic/physical bulletin boards, brochures, pamphlets, or other appropriate media. Leads the procurement, management, and administration of health and safety related contracts. Serves as contract manager for all First Aid Supply kits for all DIR locations. Provides New Employee Orientation Training on the IIPP, workplace health and safety, and accident prevention, as needed. Works with the Learning Management System in updating, recognizing, and monitoring all safety training opportunities for the office, and prepares contracts for vendors to complete health and safety related functions. Works with Office of Risk and Insurance Management to create work safety plans, employee safety education and training, accident prevention, and the development of safety policies and procedures.
15%	Building Access Systems Manages DIR's access badge systems in all state owned and privately leased locations such as the installation, removal, maintenance, and modification of access badge systems, card readers, and related equipment in DIR locations. Oversees requests in all DIR locations related to building wide access including common areas, shared areas, training rooms, and parking structures. Directs immediate staff to restrict and/or remove access for DIR staff upon separation from DIR, or because of an immediate safety or security concern. Conducts quarterly badge access audits in collaboration with DIR Facilities staff utilizing DIR's personnel reporting tools and seating charts.
10%	Contract Administration, Budget Management, and Procurement Provides ongoing analysis and reporting of business services expenditures during the fiscal year, and independently develops and presents complex budget and expenditure analyses to management on facility projects. Analyzes and reviews the more complex business services contracts and solicitation documents to ensure conformance to DIR policy and compliance with Government Code, Public Contract Code, and the State Contract Manual. Manages and administers service contracts for the Branch's Business Services needs, including, but not limited to, mail services, moving services, modular installation, and other facility maintenance-related contracts. Independently analyzes, reviews, and approves invoices to ensure deliverables are satisfactorily met. Collaborates with Division staff to ensure work is completed per the contract Statement of Work, if needed. Processes payments to DIR vendors in a timely manner in accordance with the Prompt Payment Act. Serves as a consultant to DIR staff to address ongoing budgetary, contractual, and procurement Business Services needs. Independently works directly with building managers and rental/lease agreements with lessors to resolve issues with contracting and procurement. Processes purchase requests in Financial Information System for California (FI\$Cal) and prepares the appropriate documents for the purchase of goods and services. Reviews requisitions of purchase orders and contracts for completeness, accuracy, and compliance with DIR's policies and procedures. Determines the most appropriate method of procurement and if the requested items can be obtained via an existing contract. Research vendors and evaluates their experience to provide quality materials, equipment, and services by the DIR's requested deadline. Gathers, compiles, and tabulates bids and

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	evaluates price quotes and/or best value criteria to calculate the winning bidder. Independently processes purchases in a timely manner, routes purchase requests to the appropriate internal reviewers and approvers.
Percentage of Time Spent	Marginal Job Functions
5%	Miscellaneous Reports and Studies Prepares and revises project management reports and special administrative and research studies, as assigned by upper management. Develops and analyzes rules and manuals of procedures to ensure effective management of functions. Responds to general calls and emails to the unit. May serve as a backup or lead to other analysts.

Conduct, Attendance, and Performance Expectations

The incumbent also performs administrative duties such as adhering to Departmental policies, rules, and procedures. Accurately reports time and submits time sheets by the due date. Ensures that all decisions are technically sound, innovative, and consistent with Departmental goals and procedures. Submits administrative requests, including leave, overtime, travel, and training, in a timely and appropriate manner. Develops and maintains knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment. Completes assignments in a timely and efficient manner and adheres to Departmental policies and procedures. Some travel is required on an occasional basis, including to construction sites, to check on projects.

Supervision Received

The Analyst II is under the direction of Supervisor I but may also receive direction from the Supervisor II or Manager II, the Chief of Administration, and the Director's Office.

Supervision Exercised

None

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

Work Environment

The incumbent works in a cubicle environment in an office setting with artificial light and temperature control. The incumbent is required to work extensively on the computer as necessary for email communication, research, and other purposes. On an occasional basis, the incumbent will need to travel to work sites to check on projects. At times, the incumbent may be required to navigate uneven floors, including dirt or unpaved surfaces.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside DIR, to complete work assignments related to facilities and business services. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications to DIR. In addition, the incumbent must demonstrate the ability to use Internet, email, desktop applications, and presentation software to complete assignments. The incumbent must demonstrate problem-solving skills.

Physical Abilities

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The incumbent must demonstrate the ability to use a computer, telephone, and other office equipment, such as copiers and scanners, as necessary. Some travel is required on an occasional basis, including to construction sites, to check on projects. At times, the incumbent may be required to navigate uneven floors, including dirt or unpaved surfaces. Being in a stationary environment for long periods of time.

Additional Requirements/Expectations

The incumbent must be dependable and can work cooperatively with staff at all levels, both within and outside the Department. The incumbent must have the ability to communicate effectively to complete work assignments. Independently serves as the Department of Industrial Relations (DIR) emergency preparedness coordinator.

Personal Contacts

The incumbent has contact with staff at all levels within the Department, as well as external stakeholders, staff at the Department of General Services, contractors, property management, and 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

LQ

C&S Analyst Initials

8/17/2026

Approval Date