

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION SUPERVISOR I			WORKING TITLE SECURITY AND SAFETY SUPERVISOR		
PROGRAM NAME Office of Administrative Services				UNIT NAME Safety and Security	
ASSIGNED SPECIFIC LOCATION 1416 9th Street, Sacramento					POSITION NUMBER 400 – 130-4800-128
BARGAINING UNIT S01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No	

General Statement

Under the general direction of the Supervisor II, the Safety and Security Supervisor I is responsible for daily oversight and management of the Safety and Security Unit. The incumbent provides oversight and direction to subordinate staff, coordinates, plans, organizes, and oversees functions including, but not limited to: personnel management, health/safety, security, emergency preparedness, building access systems, and managing related procurement efforts for the Department of Industrial Relations (DIR).

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%	Personnel Management Recruits, hires, trains, develops, and provides leadership to staff. Develops goals, strategic and operational plans, and objectives to meet organizational objectives. Plans, organizes, directs, and reviews the work performed by subordinate staff to ensure quality, consistency, and compliance. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans, goals to address succession planning, and knowledge transfer. Establishes performance expectations for all staff and evaluates their performance against those expectations. Develops staff work plans, monitors, and evaluates progress, and ensures key milestones are met and on schedule. Supervises staff in the management of potential workload issues and recommends appropriate courses of action. Provides staff support, expertise, resources, and training to make appropriate decisions in an effective and efficient manner. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary.
20%	Emergency Preparedness Directs, plans, and manages DIR's emergency preparedness efforts. Serves as the Department's emergency preparedness manager. Oversees staff who independently plan, organize, and manage Department-wide emergency planning committees, responsible for conducting emergency preparedness activities, complex training needs and emergency preparedness drills. Collaborates with DIR staff to develop, implement, and monitor office emergency preparedness policies. Manages the collection, 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 (CalOES). Leads staff responsible for the development, training, and testing of the roles and

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	responsibilities of the Business Continuity Plan and Business Impact Analysis. Collaborates with other designated managers and staff in DIR offices 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. Manages staff responsible for developing and distributing email and phone communication to DIR and its stakeholders related to emergency situations before (if feasible), during, and after the situation occurs. Conducts follow up meetings with DIR staff and stakeholders to develop and present process improvement changes to DIR management, if warranted, based on feedback learned after emergency situations. Leads the procurement, management, and administration of emergency preparedness contracts.
15%	Security Supervises staff responsible for the planning, organization, and management of security activities, complex training needs, and building evacuations for the Department. Collaborates with DIR staff to 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. Serves as the Department lead, responsible for reporting all security threats to the California Highway Patrol (CHP) and local city or county emergency personnel. Responsible for requesting the timely completion of threat assessments conducted by CHP and providing follow up direction to DIR staff upon completion of each threat assessment. Manages staff responsible for developing and distributing email and phone communication to DIR and its stakeholders related to security situations before (if feasible), during, and after the situation occurs. Conducts follow up meetings with DIR staff and stakeholders to develop and present process improvement changes to DIR management, if warranted, based on lessons learned after security incidents. Leads the procurement, management, and administration of security related contracts and security related tenant improvements in DIR locations.
10%	Health/Safety Oversees investigations and reviews staff reports for workplace health and safety incidents, accidents, or exposures. Acts as the Department-wide manager 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. Oversees New Employee Orientation Training as it relates to the IIPP, workplace health and safety, and accident prevention, as needed. Works with the Learning Management System in updating, recognizing, and monitoring all health and safety training opportunities for the office, and prepares contracts related to health and safety. 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. Ensures all work-related injuries, illnesses or death for the Department are reported in compliance with CCR Title 8, Section 342.

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10%	Building Access Systems Manages DIR's access badge systems in all state owned and privately leased locations including, but not limited to, 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%	Report, Policy & Procedure Development/Implementation Researches, analyzes, and develops various reports, policies, and procedures relating to health/safety, security, and emergency preparedness functions. Provides regular management reporting on project status updates. Analyzes and develops key performance indicators for health/safety, security, and emergency preparedness related processes, and develops various management reports. Analyzes relevant data and makes recommendations to management. Develops, maintains, and creates site specific policies, procedures, and guidelines related to health/safety, security, and emergency preparedness. Consults with DIR staff in the formulation of policies, procedures, and guidelines. Identifies areas for process improvement and makes recommendations to management on various safety and security activities. Creates and develops complex reporting tools for DIR management, peers, and liaisons regarding various information on DIR's safety and security functions.
Percentage of Time Spent	Marginal Job Functions
5%	Miscellaneous Performs other projects and duties as assigned, including, but not limited to, attending meetings, engaging with multiple levels of management to provide information and make recommendations for process improvements.

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 incumbent reports directly to and receives the majority of assignments from the Supervisor II, Business Services and Safety and Security Manager. The incumbent also receives assignments from the Manager II; the Deputy Director of the Division of Administration; the Chief Deputy Director; and/or the Director.



Supervision Exercised

The incumbent directly supervises Analyst IIs and Office Technician positions.

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

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.

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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

C&S Analyst Initials

Approval Date