

DUTY STATEMENT

Employee Name:	Position Number: 580-131-5393-707
Classification: Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Security Analyst	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Facilities Management Section/ Laboratory Security & Emergency Response Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to 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, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing technical expertise, training, guidance, assistance, and support to the onsite contractors, supervisors and managers in campus matters relating to access control, security oversight, contract management, and special project development within the Facilities Management Section (FMS).

The incumbent works under the direction of the Supervisor I, Chief of the Laboratory Security & Emergency Response (LSER) Unit.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Manages the Richmond Campus Security Contract, including site coordination of 37 to 45 contracted security staff to maintain a safe and secure campus, keeping in line with the Access Control Policy, Building Emergency Response Plan, Campus Facilities Handbook, and other related campus policies. Leads, supports, and trains the Onsite Security Captain and security staff in the adherence to procedures as written in the Post Orders Manual and related policies. Conducts training on a monthly basis, as revisions are implemented, and/or as management directs. Secures, reconciles, and remediates security and access control issues with the Security Captain and/or security staff as they arise to prevent unauthorized access to the campus. Ensures non-compliance of Contract, Post Orders Manual, and related policies are communicated to Facilities Management, Contractor Management, and Security Captain immediately upon identification. Provides and maintains the required documents, office supplies, and equipment needed for the Security Captain and security staff to complete their tasks as the need arises. Investigates, responds to, and communicates complaints and communications from tenants regarding access breaches or other issues that may require attention from management when identified.
- 25% Develops, revises, and administers service contracts to aid in the daily operations of the Richmond Campus. Meets with Contract Project Managers to ensure contract requirements are met in accordance with the scope of work. Reconciles and remediates safety concerns, and performance non-compliance by communicating these issues to the contractor as they arise. Maintains records of deliverables and communications to review and approve, track or dispute invoices with the assigned contract analyst to ensure contractors are paid timely per CDPH invoice processing guidelines. Investigates and responds to complaints and communications from tenants regarding non-performance, safety related issues, or other issues that may require the attention of management when identified.
- 20% Develops special projects' scope of work and project timeline as assigned by Facilities Managers to ensure a safe working environment for building occupants, using all innovative, environmental, and safety conscious tools available online, through Governor's Executive Orders, and with the management's direction. Upon project or contract approval, meets and works directly with the contractor to ensure work is performed in accordance with the project scope, is conducted using safe work practices, and progresses within the established timelines. Maintains records of deliverables and communications to review, track and approve or dispute invoices with the assigned contract analyst to ensure contractors are paid per CDPH invoice processing guidelines. Investigate and respond to complaints from tenants regarding non-performance, safety related issues, or other issues that may require the attention of management when identified.

- 15% Acts as backup to the Primary Emergency Response Plan Coordinator. Develops and conducts training for evacuation team members to aid in the safe and organized evacuation of building occupants during an emergency. Develops and conducts training for building occupants on the Building Emergency Response Plans to ensure a safe and organized response to all emergencies as they arise. Other work-related duties as required.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 5/12/26