

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Costa Mesa
PROGRAM/UNIT: Response Operations / Law Enforcement / Administration (Law) / Physical Security	POSITION NUMBER: 163-360-5393-007 (12055)	CBID: R01
TENURE: Permanent	TIME BASE: Full time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Analyst II, Southern Region Emergency Operations Center, is under the direction of the Supervisor I of the Physical Security Unit. The Analyst II will also be under the on-site, functional direction of the Program Manager II, Southern Division.

2. SUPERVISION EXERCISED:
None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
The work environment is mostly inside an office with artificial light and temperature control. On occasion duties will entail both inside and outside of the California Governor's Office of Emergency Services (Cal OES) facilities and involves walking on uneven ground and exposure to hot or cold temperature variances.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
The Analyst II will have direct contact with all levels of Cal OES staff, all levels of Federal Emergency Management Agency (FEMA) staff, Governor's Office staff, other State of California departmental staff, contractors, vendors, and the public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties of this position may result in a negative impact to all of those listed in Section 4 above. An error or omission in decision making may result in unsafe facility conditions and/or Cal OES not being compliant with the law resulting in inconvenience up to and including the safety and wellbeing of Cal OES employees and the general public.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the

pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.
 (CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
 While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the direction of the Supervisor I, the Analyst II is independently responsible for performing the most complex and difficult duties related to the security and protection of Cal OES employees and property. The Physical Security Unit is responsible for security of Cal OES personnel and facilities through the management of surveillance (CCTV) systems, access control systems, and contract security guards. The incumbent serves as the Security Operations Analyst for the Southern Regional Offices and oversees the day-to-day operations and performance of contracted security guards. The incumbent also coordinates the maintenance, functionality, and operation of physical security systems to ensure effective security coverage and protection of Cal OES personnel and facilities. During emergencies, and for on-site direction, the Analyst II is under the direction of the Program Manager II, Southern II Division.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
40%	Security Guard Management • Coordinates with dignitary protection details for visiting persons. • Provides critical facility information to protection detail staff and their proxies. • Oversees and ensures effective implementation of the Statement of Work for the contracted security guard vendor. • Reviews the security contractor's Daily Activity Reports (DARs). • Maintains accountability for all security-generated incident reports. • Performs miscellaneous responsibilities outlined in the contract Statement of Work. • Ensures the provision of security services in accordance with the contract with the vendor. • Provides oversight of on-site security guards. • Ensures proper staffing of security guard personnel for all contracted positions in accordance with the Statement of Work. • Develops, maintains, implements, and monitors new post orders. • Maintains strict accountability for compliance with the Statement of Work.
35%	Security Systems Management In coordination with other members of the Physical Security Unit, the Analyst II operates, maintains, and monitors Cal OES security systems. • Performs routine operational maintenance of access control hardware. • Operates surveillance systems and troubleshoots system outages. • Coordinates with Security system vendors to update and/or repair security systems. • Coordinates with Cal OES Information Technology (IT) to maintain security system

	connectivity to the enterprise system. Conducts confidential investigations and coordinate with Human Resources (HR)/Legal/Equal Employment Opportunity (EEO).
10%	Safety and Security Analysis In accordance with State Administrative Manual (SAM) and/or other pertinent rules and regulations the Analyst II shall: • Collect and analyze data from access control and surveillance systems to identify critical points of entry for trespassers. Determine and recommend possible solutions to mitigate access control vulnerabilities. • Assist in preparing and auditing statistical reports to determine access points of employees and potential security breaches. Assist with preparing in-depth written reports and summaries, conducting continual research and analysis of security systems and current safeguards to monitor effectiveness, eliminate undetected anomalies, and identify perceived vulnerabilities.
10%	Policy and Procedure In compliance with State and departmental policy and procedure the Analyst II shall: • Provide subject matter expertise on the creation and review of physical security policies, standards, processes and guidelines throughout Cal OES statewide. • Enforce security best practices and policies for the safety of persons and security of physical assets. • Evaluate existing security practices and make recommendations to management for improvement. Draft, implement, and continuously monitor security procedures to ensure consistency with industry best practices.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☒	☐	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☒	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☒	☐	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I 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 the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title