

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Department of Health Care Access and Information Office of Administrative Services Business Services Branch Facilities Management Services Unit 
Position Number 441-163-5402-XXX	Telework Option Hybrid
Classification Analyst III	Working Title Health and Safety Coordinator
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date 9/4/2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the general direction of the Supervisor I of the Facilities Management Services Unit within the Business Services Branch, the Analyst III independently performs complex analytical work with department-wide impact. The position develops, implements, and maintains policies and procedures related to health and safety, injury and illness prevention, emergency response, workforce accessibility, and business continuity. The Analyst III coordinates with staff at all levels, conducts legal and policy reviews, prepares implementation tools, and maintains key safety, injury, emergency, and continuity plans in alignment with local, state and federal guidance. The position also oversees ergonomic assessments and ADA accommodations while supporting in-office operations and facilitating communication and training to promote a safe and accessible workplace.

Department of Health Care Access and Information Duty Statement

Essential Job Functions

35% Health and Safety Program Development

Develops, updates, and maintains department-wide policies and procedures that support the Injury and Illness Prevention Program (IIPP), ensuring the Department complies with Cal/OSHA requirements and follows established practices to prevent workplace injuries and illness. This includes strengthening hazard-identification processes, coordinating regular safety site inspections, and integrating preventative measures and corrective actions into all work areas. Oversees the daily health and safety operations by identifying unsafe practices and conditions, mitigating hazards, and initiating corrective actions as needed. Coordinates legal and policy reviews to ensure alignment with the State Administrative Manual and internal frameworks. Prepares implementation materials such as Standard Operating Procedures, checklists, forms, toolkits, and change-management plans. Advises management on best practices and current methods and trends in the health and safety field, ensuring the IIPP remains current, effective, and responsive to emerging workplace risks.

Serves as the health and safety program liaison for the department and with CalOES, Cal OSHA, the California Department of Industrial Relations, internal divisions, and facility management. Offers technical guidance on policy interpretation and implementation, coordinates mandated drills (fire, earthquake, evacuation), tabletop exercises, and facilitates clear communication to staff regarding emergency procedures and updates.

Operations Management

30% Organizes, coordinates, and leads emergency response efforts, exercises and maintains HCAI's Emergency Response Plan in accordance with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and ensures integration with state systems and local partners. Leads the development and maintenance of the Business Continuity Plan aligned with California Office of Emergency Services (CalOES) continuity guidance and Federal Continuity Directives which require intradepartmental collaboration and representation. Coordinates hazard analyses, readiness checklists, and resource inventories that support essential functions. Monitors regulatory updates, conducts internal compliance audits, and prepares reports and metrics including drill outcomes, training completion, and incident analysis for leadership and external partners.

25% Workforce Health, Safety, and Accessibility

Implements and periodically updates hybrid and telework health and safety procedures in accordance with statewide and department policies. Assists in developing guidance for managers and supervisors, identifies and mitigates potential issues before injuries occur, ensuring that ergonomic adjustments resolve staff concerns. Coordinates ergonomic assessments with external consultants, distributes ergonomic reports to staff and their supervisors, and facilitates procurement of common ergonomic equipment while directing staff to appropriate liaisons for specialty items. Ensures follow-through on ergonomic evaluations, supports ADA accommodations as applicable, and maintains inventory of

**Department of Health Care Access and Information
Duty Statement**

approved common ergonomic equipment to promote a safe, productive, and accessible working environment.

5% In-Office Facility Support

Provides supplemental support to the Business Services Unit by covering front desk operations during breaks, lunch periods, meetings, or staff absences. Responsibilities include screening and prioritizing visitors, directing individuals to appropriate personnel and assisting with incoming mail processing and distribution to ensure continuity of daily operations.

Marginal Job Functions

5% Performs other analytical or administrative duties in support of HCAI's mission, including participation in cross-unit projects, assisting in policy development outside of primary program areas, and completing special assignments requested by management.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory capacity to perform the duties contained in this duty statement with, or without, reasonable accommodation.

Working Conditions

Requires use of computing devices and phones frequent face to face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to the Los Angeles office and work hours may deviate from core business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed