DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Standards Compliance Department			
Position No / Agency-Unit-Class-Serial 502-162-4800-001	**Unit** Health and Safety Section			
Class Title Supervisor I Health and Safety Officer	**Location** Department of State Hospitals - Patton			
Subject to Conflict of Interest ☒Yes ☐No	**CBID** S01	**Work Week Group:** E	**Pay Differential** N/A	**Other**

Briefly describe the position's organizational setting and major functions

Under the direction of the Standards Compliance Director, the Supervisor I, is responsible for planning, organizing, directing, and supervising the Health and Safety Office. The Supervisor I contributes to the development and implementation of health and safety related hospital policies; plans, conducts, and evaluates a comprehensive environmental and safety program to promote a safe working environment; implements, conducts, and evaluates health and safety related training programs; is responsible for risk assessment of safety issues as they relate to and impact employees, patient care, buildings, grounds, and occupants.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%.**
40%	**<u>Health and Safety Responsibility</u>** • **Develop, implement, and coordinate hospital Health and Safety, Workplace Violence Prevention, Emergency Services, and Injury and Illness Prevention Programs.** • Manages the environment of care hospital-wide; including oversight of the Hazardous Waste Program and scheduled inspections (local, CDPH-Environmental, and TJC) to identify and coordinate plan of corrections for unsafe conditions and work practices. • Manages hospital-wide annual training for Workplace Violence Prevention updates, Injury and Illness Prevention Plan (IIPP) updates, and Supervisor Training. • Manages concerns/complaints via Safety Concern Action Request (SCAR), suggestion box, or safety email. • Maintains the Hazard Risk Assessment for review, determines course of action, and makes recommendations to Executive leadership. • Informs hospital leadership of Food and Drug Administration (FDA) Recall Alerts. • Participates in mock tracers, investigates, and mitigates workplace safety hazards for slips, trips, falls. • Conducts employee injury trend analysis to identify risk and mitigation strategies.

	• Chairs and/or participates in committees such as monthly state-wide H&S teleconference, IIPP/Workplace Violence Incident Review, Environment of Care, Public Health/Infection Control, Emergency Management, and Policy Committees. • Functions as a liaison between DSH-Patton and CalOSHA. • Manage investigations of CalOSHA complaints, plans of action, and informs leadership on outcome. • Formulates comprehensive semi-annual governing body reports. • Maintains effective filing and documentation tracking systems to ensure that all compliance information is available when needed. • Provides support and consultation to professional, clinical, and support staff.
20%	**<u>Regulatory Compliance</u>** • **Manages compliance with The Joint Commission, California Department of Public Health Licensing and Certification, California Department of Public Health Environmental and CalOSHA CCR 342 Reporting Work-connected Fatalities and Serious Injuries, and CCR 3342 Violence Prevention in Healthcare.** • Advises management of hospitals compliance status, makes recommendations for courses of action to ensure standards compliance, participates in surveys and on-site audits/walk-throughs, and meets with surveyors to provide support compliance data, policies, and practices. • Monitors and sustains compliance with regulatory agencies, state, and federal mandates as required. Provides updates and training on current regulations and standards. • Consults with program management, designs, and implement plans of corrections (POC) for deficiencies and citations. Ensures follow-up of POC objectives are satisfied.
20%	**<u>Personnel Management and Supervision</u>** • Directly supervises, trains, and evaluates personnel within the Health and Safety Section of the Standards Compliance Department. • Participates in the recruitment, interview, selection, orientation, and assignment of new personnel. Monitors productivity and quality standards and educates staff accordingly. Reviews performance of staff and recommends appropriate action, which may include commendations, disciplinary actions, responses to employer/employee relations, and/or other administrative response. • Assess staff training needs and develop and implement pertinent training for staff to enhance job skills and promote competency. Provides assignments and opportunities that encourage staff development and upward mobility. Ensures staff compliance with all the mandatory training requirements. • Assures compliance with Equal Employment Opportunity rules and regulations and assures conformance with labor contracts.

	• Completes quarterly review of unscheduled time-off usage for staff and takes appropriate action.
20%	**<u>Interpersonal Relationship and Leadership</u>** • Fosters a positive and productive work environment. • Interacts with all levels: management, supervisors, line employees, within the department and agency on a regular basis. • Represents the State and department as the hospitals Health and Safety Officer. • May represent the Standards Compliance Director or designee in committee meetings and serves as liaison on policy matters. • Acts as Standards Compliance (SC) Director as needed. • Establishes, communicates, and implements department goals and objectives. • Provides leadership that develops and trains staff for current and future work assignments. • Promotes effective teamwork, conducts meetings, develops efficient lines of communication, and supports positive staff morale.
Other Information	**1. SUPERVISION RECEIVED:** The Health and Safety Officer is under the direction of the Standards Compliance Director. **2. SUPERVISION EXERCISED:** The Health and Safety Officer directly supervises two Workplace Violence Prevention Coordinators, one Injury and Illness Prevention Coordinator, one Emergency Services Coordinator, and one Safety Analyst. **3. KNOWLEDGE AND ABILITIES:** KNOWLEDGE OF: Principles, practices and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administrative and department's goals and policies; governmental functions and organization at the State and local level; knowledge of the manager's role in the Department's Equal Employment Opportunity Program, objectives and processes. ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written

reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's Equal Employment Opportunity objectives.

4. **REQUIRED COMPETENCIES:**

   INFECTION CONTROL: Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

   HEALTH AND SAFETY: Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

   THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.

   CULTURAL AWARENESS: Demonstrate awareness to multicultural issues in the workplace that enable the employee to work effectively.

   RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

   SITE SPECIFIC COMPETENCIES: Ability to interpret and apply State and Federal regulatory agencies requirements and analyzes how those requirements affect hospital functions; disseminate information clearly and concisely to staff and the public; establish and maintain effective relations with all levels of hospital staff; communicate effectively; and prepare clear and concise reports.

   TECHNICAL PROFICIENCY (SITE SPECIFIC): Working knowledge of commonly used office material/equipment; proficiency in development and use of automated reports, spreadsheets, and databases; proficiency in use of Microsoft Office (Excel, Word, PowerPoint, and Outlook), Adobe, SharePoint, Microsoft Teams, and WebEx.

5. **LICENSE OR CERTIFICATION:** N/A

6. **TRAINING:** Training Category = 2. The employee is required to keep current with the completion of all required training.

7. **WORKING CONDITIONS:**

   The employee is designated as a Work Week Group E (Exempt) employee. The employee may be required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an

annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

EMPLOYEE IS REQUIRED TO:

- Adhere to their designated work schedule and follow procedures for reporting absences or tardies;
- Maintain a professional appearance according to hospital policy;
- Maintain cooperative, professional, and effective interactions with employees, patients, and the public;
- Comply with hospital policies and procedures.
- Enter patient occupied areas in all weather conditions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.

STATEMENT OF ECONOMIC INTERESTS / FORM 700 REQUIREMENTS
The Political Reform Act requires employees who serve in this position to be designated in our agency conflict-of-interest code to file a Statement of Economic Interest (Form 700). Your assuming office statement is due within 30 days of Assuming Office, Annually and within 30 days of Leaving Office. The Annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about March 31 of each year. The statements must be submitted to the DSH-Patton Filing Officer. These statements are public access documents. You will receive reminders from the DSH-Patton Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the DSH-Patton Filing Officer.

ETHICS TRAINING AND COMPLIANCE
Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each odd number year. The Ethics training governs the official conduct of state

	officials. You will receive reminders from the DSH-Patton Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the DSH-Patton Filing Officer. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisors Signature Date _____ _____ Reviewing Officer Signature Date