

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-640-5157-955

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Management & Staff Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Health, Safety, and Security Bureau

SUPERVISOR'S NAME:

Kellie Martin

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

For the California Department of Social Services (CDSS), the employees are the most important asset in serving the state's needy and vulnerable citizens. The Mission of the Health, Safety, and Security Bureau is to ensure a safe and secure work environment for all staff and visitors throughout the state. We accomplish this by providing guidance and training on and responding to emergency, security, and safety incidents promptly, effectively, and professionally.

CONCEPT OF POSITION:

Under the direct supervision of the Supervisor I of the Health and Safety Section (HSS), the Analyst I performs health, safety, and security unit tasks of average difficulty. The Analyst I is responsible for delivering program services in accordance with federal and state laws and regulations for all Department staff and visitors.

A. RESPONSIBILITIES OF POSITION:

- 40% Emergency Preparedness Program -- Coordinates and conducts annual emergency preparedness training for all CDSS employees statewide; participates as Command Center Team member for headquarters (HQ) facility; safeguards the cache of two-way radios. Serves as Local Emergency Coordinator (LEC) for HQ; maintains HQ Emergency Plan; responds to medical and other emergencies in the HQ buildings; coordinates and provides guidance and biennial training to LECs in field offices; maintains rosters of emergency response teams statewide; coordinates training for the HQ Command Team; documents after-action debriefing and provides findings to management. Updates the Department's Business Continuity plan.
- 40% Injury and Illness Prevention Program – Records and reviews reports of employee accidents/injuries/illness exposure, develops corrective actions and recommends prevention measures; conducts site safety inspections and works with local management to mitigate hazards; assists in responding to reports of exposure to communicable diseases and environmental hazards, provides guidance to proper clean-up measures; prepares Departmental responses to control agencies for complaints of poor indoor air quality and other environmental concerns. Serves as contract monitor for maintenance of automatic external defibrillators (AEDs); processes invoices for payment; schedules statewide first aid/cardiopulmonary resuscitation (CPR)/AED training; monitors mandated equipment reporting and maintenance. Performs ergonomic assessments and makes work station adjustments to eliminate employee discomfort and prevent workplace injuries; manages the HQ Fitness Center and Lactation Rooms programs; provides on-going safety training on a variety of workplace safety topics.
- 10% Security and Crime Prevention Program: Serves as back-up to the electronic security system administrator, produces new badges, processes profile changes, conducts periodic audits of HQ access cards. Intakes Incident Reports, and routes them to proper unit.
- 10% Other duties as assigned – Composes all-staff memorandum and other correspondence and materials for various health, safety, and security assignments; researches policy and procedures; organizes materials and makes presentations to large groups; maintains and distributes various Section manuals, telephone listings, and other resource materials.

B. SUPERVISION RECEIVED:

The Analyst I receives direct supervision from the Supervisor I of the Health and Safety Section. All products and correspondence are reviewed by the manager prior to release from the Section.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst I has daily contact with staff and managers of all levels throughout the Department and technical experts from other state agencies; may serve as the Department's official representative with the general public, Cal/OSHA, California State Fire Marshal, local fire departments, the Department of General Services and others during the resolution of health, safety and security incidents.

E. ACTIONS AND CONSEQUENCES:

The Analyst I must exercise good judgment and common sense in evaluating situations, formulating recommendations and implementing policy; sensitive or emergent issues must be reported immediately to management. Poor judgment, poor decision-making, inadequate research, a failure to act timely, failure to thoroughly analyze a problem or situation or taking inappropriate action can result in potential loss of life or property.

F. OTHER INFORMATION:

The Analyst I must have excellent interpersonal and communication skills, strong writing and analytical skills to develop quality work products; must be able to present information orally in front of large groups and produce correspondence and presentation materials. The Analyst I must have the ability to manage multiple assignments and tasks simultaneously, work effectively under pressure and meet deadlines. The Analyst I must demonstrate professional maturity, confidentiality and an unbiased approach to sensitive issues.

The work schedule is Monday through Friday from 8:00 a.m. until 5:00 p.m.; a compressed workweek schedule is not available for this position. The Analyst I may be required to respond to emergencies outside normal work hours and occasional overtime may be mandatory. Some travel is required to deliver program services to field offices statewide.