CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 270 - 5393 - 021
DIVISION/UNIT Facilities Management/ Safety & Emergency Services Office	CLASS TITLE Analyst II
INCUMBENT NAME Vacant	WORKING TITLE Business Resilience Emergency Coordinator and Safety Officer

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under direction of the Safety and Emergency Services Program Manager, Supervisor I, in the Safety and Emergency Services Office, the incumbent performs the more complex and difficult consultative and analytical planning, development, training, and administrative functions of the Safety and Emergency Services Office and acts as the CalSTRS Safety Officer, exercising a high degree of initiative in taking independent action to create and maintain program standards for emergency response and staff safety; resolving complex issues and ensuring the program functions to meet the expectations of Facilities Management.

% 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.
30%	**ESSENTIAL FUNCTIONS** Analyze, develop, and administer planning solutions for various safety programs such as fire, earthquake, flood, active threat, and toxic spill preparedness, including oversight and coordination of the Building Emergency Response Team (BERT) for HQ, through the on-going development of training curriculums, floor warden trainings, radio use, quarterly meetings, emergency drills and evacuations, and oversight of monthly floor safety inspections. Attend enterprise events and all-staff meetings to promote the BERT program and gain input for enhancing program effectiveness. Liaison and consult with division leadership to support and provide direction for building evacuation, relocation, or shelter in place for various emergency situations. Monitor and respond timely to resolve customer needs in the BERT mailbox, maintains accurate records of each floors' emergency team and mobility impaired, cubicle locations and floor safety reports. Perform duties in conjunction with the Fire Safety director and in accordance with state and federal regulations and codes for fire safety ensuring all Fire, Life/Safety precautions are carried out. Partner with BR Security Analyst to maintain correct security access clearances for BERT volunteers, plan and coordinate with contracted personnel for annual CPR, AED, fire safety and other emergency response training or seminars. Analyze and prepare data and statistics from fire drills for placement in quarterly reports to support business review metrics for the Safety and Emergency Services Unit. Maintain and lead the CalSTRS Safety Team, responsible for the ultimate collection and reporting of names of employees during an emergency evacuation or drill.
25%	Perform duties such as the maintenance, administration, understanding and annual review of all the emergency response plans or processes, procedures, and trainings for all CalSTRS locations. Administration, maintenance and annual audit of the Injury and Illness Prevention Program, partnering with HR and legal as necessary. Establish and maintain working relationships with all member service centers (MSC's), acting as the liaison between HQ and the MSC's for building safety and emergency response requirements. Work in conjunction with Business Continuity and the Emergency Operations Center team, in establishing a safety plan during a disaster or a major/minor building disruption event. Attend Emergency Operations

	Center planning sessions and annual exercises. Perform monthly safety inspections of HQ interior, parking garage and building perimeter for safety hazards and work with property management to resolve.
25%	Act as the CalSTRS Safety Officer, partnering with the Safety and Emergency Services Program Manager (SSM I), law enforcement and internal business partners, including legal, human resources (HR) and executive staff, to identify report and mitigate threats or safety incidents occurring at any CalSTRS' facility. Collaborate with CalSTRS staff to gather information, report, and mitigate threats occurring around the impact the safety of employees, or threats made by CalSTRS members, or external parties. Create org-wide communication to disseminate information on employee safety. Develop and manage contracts with the California Highway Patrol (CHP), ensure proper billing procedure is adhered to, maintain protocol and standards as conditions change, and proactively schedule CHP for board meetings or other events. Act as the subject matter expert and point of contact at Workplace Violence trainings and director forums on the purpose of the Safety Officer and the responsibilities of leadership and employees. Monitor public comment at board meetings and free speech events on CalSTRS property to develop and maintain operational security needs and recommend opportunities for continuous improvement. Monitor the Intercept mailbox and work collaboratively with the Safety and Emergency Services Program Manager (SSM I), ISO and legal on mitigation efforts for any threats received in the mailbox.
15%	Research and compile relevant information and images, then develop accurately written communication for internal CalSTRS correspondence, including digital signage, and CalSTRS internal website (Central). Maintain and monitor emergency alerts received by phone or email and prepare and execute succinct email blasts as needed with short or no lead time, partner with Communications on regular awareness campaigns. Monitor and update the Safety and Emergency Services SharePoint site for the most current and accurate safety information. Maintain electronic filing and imaging of security incident reports, floor inspection reports and Injury/Illness reports. Conduct inventory and coordinate emergency supply orders annually for headquarters and MSC's to maintain fresh emergency drinking water, batteries, and other equipment to be used in an extended emergency. Prepare for and participate in recruitment and awareness activities and in the annual preparedness fair.
5%	**MARGINAL FUNCTIONS** Maintain organization of Teams sites. Provide backup support as needed for security badge administration and basic access needs.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Interact successfully in a team environment
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight travel to various locations for training and/or meetings
- Must be able to function rationally, coolly, and deliberately under pressure situations in order to reach the best solution
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e., Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED

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[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 270 - 5157 - xxx
DIVISION/UNIT Facilities Management/Safety & Emergency Services	CLASS TITLE Analyst I
INCUMBENT NAME VACANT	WORKING TITLE Business Resilience Emergency Coordinator and Safety Officer

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general supervision of the Safety and Emergency Services Program Manager, Supervisor I in the Safety and Emergency Services Office, the incumbent performs the analytical planning, development, training, and administrative functions of the Safety and Emergency Services Office and acts as the CalSTRS Safety Officer, exercising a degree of initiative in taking action to create and maintain program standards for emergency response and staff safety; resolving complex issues and ensuring the program functions to meet the expectations of Facilities Management.

% 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.
30%	**ESSENTIAL FUNCTIONS** Consult and collaborate with internal business partners regarding planning solutions for various safety programs such as fire, earthquake, flood, active threat, and toxic spill preparedness, including oversight and coordination of the Building Emergency Response Team (BERT) for HQ, through the on-going development of training curriculums, floor warden trainings, radio use, quarterly meetings, emergency drills and evacuations, and oversight of monthly floor safety inspections. Participate in enterprise events and all-staff meetings to promote the BERT program and gain input for enhancing program effectiveness. Consult and collaborate with division leadership to support and provide direction for building evacuation, relocation, or shelter in place for various emergency situations. Monitor and respond timely to resolve customer needs in the BERT mailbox, maintains accurate records of each floor's emergency team and mobility impaired, cubicle locations and floor safety reports. Under supervison perform duties in conjunction with the Fire Safety director and in accordance with state and federal regulations and codes for fire safety ensuring all Fire, Life/Safety precautions are carried out. Partner with BR Security Analyst to maintain correct security access clearances for BERT volunteers, plan and coordinate with contracted personnel for annual CPR, AED, fire safety and other emergency response training or seminars. Prepare, review, analyze data and statistics from fire drills for placement in quarterly reports to support business review metrics for the Safety and Emergency Services Unit. In collaboration with internal business partners participate on the CalSTRS Safety Team, responsible for the ultimate collection and reporting of names of employees during an emergency evacuation or drill.
25%	Perform duties such as the maintenance, administration, development, understanding and annual review of all the emergency response plans or processes, procedures, and trainings for all CalSTRS locations. Administration, maintenance and annual audit of the Injury and Illness Prevention Program, partnering with HR and legal as necessary. Establish and maintain working relationships with all member service centers (MSC's), acting as the liaison between HQ and the MSC's for building safety and emergency response requirements. Collaborate with Business Continuity and the Emergency Operations Center team, in establishing a safety plan during a disaster or a major/minor building disruption event. Attend Emergency Operations Center planning sessions and annual exercises. Perform monthly safety inspections of HQ interior, parking garage andbuilding perimeter for safety hazards and work with property management to resolve.

25%	With minimal supervision act as the CalSTRS Safety Officer, partnering with the Safety and Emergency Services Program Manager, law enforcement and internal business partners, including legal, human resources (HR) and executive staff, to identify and mitigate threats or safety incidents occurring at any CalSTRS' facility. Collaborate with CalSTRS staff to gather information, report, and mitigate threats impacting the safety of employees, or threats made by CalSTRS members, or external parties. Coordinate with customer service contact center analysts and local law enforcement officers in order to conduct welfare checks on Members. Log and document all workplace violence-related incidents on the Workplace Violence Incident Log. Create org-wide communication to disseminate information on employee safety. Develop and manage contracts with the California Highway Patrol (CHP), ensure proper billing procedure is adhered to, maintain protocol and standards as conditions change, and proactively schedule CHP for board meetings or other events. Analyze public comments at board meetings and free-speech events on CalSTRS property to develop and maintain operational security needs and recommend opportunities for continuous improvement. Monitor the Intercept mailbox and work collaboratively with the Safety and Emergency Services Program Manager, ISO and legal on mitigation efforts for any threats received in the mailbox.
15%	Under supervision review, analyze and compile relevant information and images, then develop accurately written communication for internal CalSTRS correspondence, including digital signage, and CalSTRS internal website (Central). Maintain and monitor emergency alerts received by phone or email and prepare and execute succinct email blasts as needed with short or no lead time, partner with Communications on regular awareness campaigns. Monitor and update the Safety and Emergency Services SharePoint site for the most current and accurate safety information. Maintain electronic filing and imaging of security incident reports, floor inspection reports and Injury/Illness reports. Conduct inventory and coordinate emergency supply orders annually for headquarters and MSC's to maintain fresh emergency drinking water, batteries, and other equipment to be used in an extended emergency. Prepare for and participate in recruitment and awareness activities and in the annual preparedness fair.
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