

## DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Health and Safety Officer</b>		WORKING TITLE <b>Health and Safety Officer</b>	
DEPARTMENT/DIVISION/DISTRICT/UNIT <b>Health and Safety Section</b>		SPECIFIC LOCATION ASSIGNED TO <b>Headquarters - Sacramento, CA</b>	
SEERA DESIGNATION <b>Supervisory</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>E</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>None</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>290-331-3917-001</b>	
<i>The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Health and Safety Section Manager, Staff Services Manager I, the Health and Safety Officer plans, conducts and evaluates a comprehensive occupational health and safety program. This position may be required to travel overnight up to 5% of the time. <b>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</b>			
PERCENTAGE OF TIME SPENT	DUTIES		
45%	<b><u>ESSENTIAL JOB FUNCTIONS</u></b> Respond to health and safety emergencies; conduct investigations pertaining to the cause of occupational injuries and illnesses and make recommendations to BOE's management for corrective action; analyze and reply to safety suggestions submitted by employees; review, revise, maintain and provide consultation on BOE's Injury and Illness Prevention Program (IIPP) ensuring employees comply with safe and healthy work practices; conduct health and safety walk-throughs; respond to health and safety grievances; prepare written responses to CAL/OSHA citations; coordinate actions necessary to clear safety citations; and, plan, organize and conduct town hall meetings relating to BOE's Headquarters' building matters. Travel may be required.		
15%	Coordinate and chair BOE's Health and Safety Committee; develop and maintain BOE's Health and Safety Committee website on eBOE; update BOE's Health and Safety website on eBOE; act as back-up for the Employee Assistance Program; and, coordinate BOE's Workplace Violence Prevention Plan.		
15%	Assist in the development of policies and procedures related to the IIPP, workplace violence prevention and safety awareness to comply with the Labor Code, Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), CAL/OSHA, and Collective Bargaining Unit Agreements. Compile and complete information needed for yearly CAL/OSHA 300 and 300a, Bureau of Statistics and Department of General Service reports; request and submit nominations for Governor's Employee Safety Award. maintain the Wellness Program; develop and write a quarterly Health & Wellness Newsletter; share health management articles through the quarterly health & Wellness Newsletter or other communication methods; and, consult with managers and supervisors on health, safety and wellness issues.		
10%	Develop, promote and maintain the Wellness Program; develop and write a quarterly Health & Wellness Newsletter; share health management articles through the quarterly health & Wellness Newsletter or other communication methods; and, consult with managers and supervisors on health, safety and wellness issues.		
10%	Establish and maintain an educational training program on occupational injury prevention; coordinate and schedule forklift, pallet jack and walkie stacker training; develop and provide Health and Safety classroom training to managers and supervisors as needed.		
5%	<b><u>MARGINAL JOB FUNCTIONS</u></b> Perform other job related duties as needed.		

**290-331-3917-001****WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB** *(if applicable):***Work Environment:**

- High rise building with 24 floors
- Office setting with open floor plans and high partitions

**Physical Abilities:**

- Daily use of computer and phone
- Utilize elevator or stairs to travel between building floors

**Additional Requirements/Expectations:**

- Travel may be required to BOE offices or various State agencies as needed.

***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.***

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

**HRD Approval Date: 10/27/15****C&P Analyst Initials: HV**