

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Health & Safety Officer		WORKING TITLE Health & Safety Officer	
UNIT/DIST/LOCATION Health and Safety Section		POSITION NUMBER 290-331-3917-001	
SEERA DESIGNATION S	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED NONE
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED NONE	

JOB REQUIREMENTS

Knowledge of:

- Departmental administrative policies and procedures.
- California Code of Regulations, Title 8, General Industrial Safety Orders.
- Labor Code, CAL/OSHA regulations, State Administrative Manual, and Management Memos.
- Principles of management rights, representation rights, and unfair practices.
- Grievance handling procedures.
- Microsoft Personal Computer Software

Ability to:

- Interpret and apply labor law and labor agreement provisions.
- Maintain confidentiality of information and records.
- Manage multiple and/or changing priorities in a heavy workload situation, follow through, and ensure deadlines are met.
- Use good judgment, communicate effectively and interact professionally and effectively with all levels of management, staff, and the public.
- Follow instructions.
- Evaluate situations accurately and take effective action.
- Provide training on safety and injury/illness prevention.
- Provide instruction/direction to program management.
- Must be able to work in a high-rise building and meet with clients on various floors.
- Work Monday through Friday.
- Requires up to 5% overnight travel.

Statement of Position

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.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF
TIME SPENT

DUTIES

Essential Functions

- 55% 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.
- 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 and Ergonomic Programs; and, coordinate BOE’s Workplace Violence Prevention Plan.
- 10% Assist in the development of policies and procedures related to the IIPP, workplace violence prevention and safety awareness to comply with the Labor Code, ADA, FEHA, California Division of Occupational Safety & Health, and Collective Bargaining Unit Agreements.
- 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% 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.

Marginal Functions

- 5% Perform other duties 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.

EMPLOYEE’S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

SUPERVISOR’S SIGNATURE	DATE
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