

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

<b>CIVIL SERVICE CLASSIFICATION</b> <b>Associate Governmental Program Analyst</b>		<b>WORKING TITLE</b> <b>Ergonomic Analyst</b>	
<b>UNIT/DIST/LOCATION</b> <b>Health and Safety Section</b>		<b>POSITION NUMBER</b> <b>290-331-5393-005</b>	
<b>SEERA DESIGNATION</b> <b>R</b>	<b>BARGAINING UNIT</b> <b>01</b>	<b>WORK WEEK GROUP</b> <b>2</b>	<b>CERTIFICATES REQUIRED</b> <b>NONE</b>
<b>FINGERPRINTS REQUIRED</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>SUPERVISION EXERCISED</b> <b>NONE</b>	

### 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.
- Microsoft Personal Computer Software

#### Ability to:

- 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 client program management.
- Develop recommendations to typed final for memorandums and issue papers.
- Must be able to work in a high-rise building and meet with clients on various floors.
- Work Monday through Friday.
- Requires up to 10 percent overnight travel.

### DESIRABLE QUALIFICATIONS

- Ability to act independently, research and develop written reports and present management position on personnel management issues.
- A demonstrated interest in assuming increasing responsibility.
- Flexibility and willingness to adjust to changing assignments and priorities.

**Statement of Position**

Under the direction of the Health and Safety Section Manager, Staff Services Manager I, the Ergonomic Analyst performs the full range of staff and analytical work in the administration of Board wide health management programs including but not limited to the Ergonomic 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%      Perform ergonomic evaluations in BOE's Headquarters', district and satellite offices to identify and recommend changes to the work environment; research, identify and recommend equipment needed to improve the work environment; and, write ergonomic evaluations.
  
- 10%      Develop, maintain and present ergonomic training to BOE's Headquarters', district and satellite offices; train 'ergonomic helpers' in district offices to gather information, take measurements and pictures of employee's workstations to aid the Ergonomic Analyst in recommending changes to the work environment and determine the necessary equipment needed to improve the work environment; and, attend continuous training offered by various control agencies.
  
- 10%      Develop and maintain ergonomic webpage on eBOE; and, assist in the development of policies and procedures relating to the Ergonomics Program by analyzing issues for problem definition, developing project plans, identifying alternative solutions, implementing desired course of action and monitoring results.
  
- 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%      Disseminate information to all BOE employees regarding the availability of the Employee Assistant Program (EAP); contact EAP, as needed, to arrange Critical Incident Stress Debriefings; provide guidance to managers and supervisors on the process to formally refer employees for counseling with EAP; and, attend annual EAP training.

**Marginal**

- 5%      May backup or provide assistance to BOE's Health and Safety Officer on various projects. 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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