

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Staff Services Analyst</b>		WORKING TITLE <b>Ergonomic Analyst</b>	
UNIT/DISTRICT/LOCATION <b>Health and Safety Section</b>		POSITION NUMBER <b>290-331-5157-900</b>	
SEERA DESIGNATION <b>Rank &amp; File</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>2</b>	CERTIFICATES REQUIRED <b>None</b>
FINGER PRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED <b>None</b>	

### Job Requirements

#### Knowledge of:

- Departmental administrative policies and procedures
- California Code of Regulations, Title 8, General Industrial Safety Orders
- Labor Code, Division of Occupational Safety and Health Administration (CAL/OSHA) regulations, State Administrative Manual (SAM), 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
- Prepare memorandums and issue papers
- Work in a high-rise building and meet with clients on various floors
- Work Monday through Friday
- Travel overnight up to 10% of the time

## Statement of Position 290-331-5157-900

Under the supervision of the Staff Services Manager (SSM) I, Health and Safety Section, the Staff Services Analyst (Ergonomic Analyst) independently performs technical analytical staff service work of average difficulty in the administration of board-wide health management programs including but not limited to the Ergonomic Program.

This position may be required to travel overnight up to 10% of the time.

**Candidates must be able to perform the essential job functions with or without reasonable accommodation.**

PERCENTAGE OF  
TIME SPENT

DUTIES

### **Essential Job Functions**

- 55% Independently perform ergonomic evaluations in Board of Equalization's (BOE) headquarters and its 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 appropriate ergonomic evaluation paperwork.
- 10% Develop, maintain, and present ergonomic training to BOE's headquarters and its district and satellite offices; train staff in district offices to act as "ergonomic helpers" in order to gather information, and take measurements and pictures of employee's workstations to aid the Ergonomic Analyst in recommending changes to the work environment and determining the necessary equipment needed to improve the work environment; and attend continuous training offered by various control agencies.
- 10% Develop and maintain the ergonomic webpage on the BOE's intranet (eBOE); develop new and revise existing policies and procedures relating to the Ergonomics Program by analyzing issues for problem definition, developing project plans, identifying alternative solutions, implementing the desired course of action, and monitoring the results.
- 10% Develop, promote, and maintain the Wellness Program; develop and write a quarterly Health and 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 Assistance 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; attend annual EAP training.

### **Marginal Job Functions**

- 5% May backup or provide assistance to BOE's Health and Safety Officer on various projects. Perform other job related duties as needed.

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*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE