

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Health and Safety Officer
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-3917-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Team Leader designated for deployment, the Health and Safety Officer (HSO)/Safety Officer (SO) is a member of an assigned California Medical Assistance Team (CAL-MAT)/Mission Support Team (MST). The Health and Safety Officer oversees all health and safety aspects of disaster response team personnel while on a mission. This includes the personal safety of members while at the mobilization center/deployment center, in vehicles or aircraft used during transit, at layover sites, the Point of Arrival/Mobilization Center, the Base of Operations, and all Areas of Operations, as well as patient safety. Ensures that optimal safety and injury prevention is being practiced at all times, as appropriate, including proper respiratory protection use, hard hat protection, Universal Precautions during medical care, safe operation of motor vehicles and other considerations.

9. Percentage of time performing duties

10. 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. *(Use additional sheet if necessary)*

The HSO/SO will:

35%

- Have authority at all mission sites, including base camp, mobilization centers, vehicles and aircraft used for transit, operational areas, treatment areas, etc. to conduct health and safety inspection and implement remedies.
- Oversee the health and safety aspects of the CAL-MAT Unit personnel when deployed.
- Investigate, complete, and forward all reports in regard to Team personnel injuries and illnesses for review by the Team Leader.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
30%	<ul style="list-style-type: none"> • Support the CAL-MAT Team Unit Leader as a member of the Command Staff by developing the safety component of the Incident Action Plan. • Conduct inspection and/or provide recommendations to ensure practices are in place that will maximize patient safety, such as equipment placement, tripping and electrical hazards, hazardous waste management, etc.
20%	<ul style="list-style-type: none"> • Develop policies, procedures and best practices for proper respiratory protection, hard hat protection, and Universal Precautions during medical care, safe operation of motor vehicles, and other considerations.
15%	<ul style="list-style-type: none"> • Ensure, by conducting inspections, that optimal safety and injury prevention is being practiced at all times, as appropriate.
<p>KNOWLEDGE AND ABILITIES</p>	
<p>Knowledge of: Principles and techniques of industrial health and safety; training methods and techniques; California laws, including Workers' Compensation, relating to safety; principles of supervision; statistical methods; department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p>	
<p>Ability to: Organize health and safety programs; evaluate results of health and safety programs; conduct studies and surveys to determine problems and to make recommendations for solutions; develop and maintain cooperative working relationships; speak and write effectively; effectively contribute to activities necessary to achieve the department's goals, and to the department's affirmative action objectives.</p>	
<p>SPECIAL REQUIREMENTS</p>	
<p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p>	
<p>Travel within and outside the State of California is required for this position.</p>	
<p>Desirable Qualifications</p>	
<ul style="list-style-type: none"> • Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority. • Excellent leadership and problem solving skills, • Analyze situations accurately, make recommendations, and take effective action. • Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services. 	
<p>Interpersonal Skills</p>	
<ul style="list-style-type: none"> • Work well as part of a team and independently as necessary • Build good working relationships with constituents, colleagues, and consultants. 	
<p>Work Environment, Mental and Physical Abilities</p>	
<ul style="list-style-type: none"> • Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities. • Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment). • Ability to work irregular work hours (7 days a week, 12 hour shifts) • Ability to function in austere living conditions such as base camp style (or similar) housing/lodging. 	

- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.