

DUTY STATEMENT

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| Employee Name: | |
| Classification: Health and Safety Officer | Position Number: 312-740-3917-906 |
| Working Title: Safety Officer | Work Location: |
| Collective Bargaining Unit: S01 | Tenure/Time Base: Emergency Appointment |
| Center/Office/Division: Emergency Medical Services Authority/ Disaster Medical Services Division | Branch/Section/Unit: |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

This position requires the incumbent to work irregular work hours (7 days a week, up to 12-hour shifts) and have the 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 an assignment); communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Ability to work in the field in austere living conditions such as base camp style (or similar) housing/lodging to aid in emergency response and recovery activities and have the ability to self-sustain for the first 24 to 72 hours.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

Under the general direction of the manager/authorized personnel designated for deployment, the Health and Safety Officer oversees all health and safety aspects of disaster response personnel while on a mission. This includes the safety of personnel and patients while at all areas of operation to ensure that optimal safety and injury prevention is being practiced at all times.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Travel statewide for extended periods of time and on short notice.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification: Registered Nurse License
- ☐ Other:

Essential Functions (including percentage of time)

- 35% As directed by the manager/authorized personnel, conducts health and safety inspection and implements remedies, oversees the health and safety of personnel and patients, investigates, and documents all incidents/injury reports at all mission sites, including base camp, mobilization centers, vehicles and aircraft used for transit, operational areas, and treatment areas, utilizing standard health and safety protocols to ensure optimal situational awareness and safety.
- 30% As directed by the manager/authorized personnel, support the manager/authorized personnel by developing the safety component of the Incident Action Plan, conduct inspection and/or provide recommendations to make certain personnel and patient safety practices are in place, such as equipment placement, tripping and electrical hazards, hazardous waste management, utilizing standard health and safety protocols to ensure optimal safety of personnel and patients.
- 20% As directed by the manager/authorized personnel, develop and/or update 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 utilizing standard health and safety protocols to ensure optimal safety of personnel.
- 15% As directed by the manager/authorized personnel, observe daily safety operations at all sites, utilizing standard health and safety protocols, to make certain safety and injury prevention is being practiced at all times, to ensure optimal safety for personnel and patients.

Marginal Functions (including percentage of time)

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name: _____ Date _____

Employee's Name: _____ Date _____

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

HRD Use Only:
Approved By: _____ Date _____