



Management Personnel Program Position Description

California State University, Los Angeles

Human Resources Management

Administrator I

Job Code Classification

Information, Public Records, and Safety Manager

Working Title

Risk Management and Environmental Health & Safety

Department

Queen King/VPAF/CFO

Name/Title of Appropriate Administrator

Incumbent (HRM Use Only)

00001905

Position Number

Nidavone Niravanh, Executive Director

Name/Title of Lead or Supervisor

[Signature]
**Classification/Compensation Manager Approval
(HRM Use Only)**

- Position Description for New Position
- Updated Description of an Existing Position
- Request Classification Review of Existing Position

JOB SUMMARY: Provide a short narrative to be used on the promotional announcement.

The Information, Public Records, and Safety Manager (IPRSM) reports to the Executive Director of Risk Management and Environmental Health and Safety. The IPRSM will provide confidential professional office support and assist with complex duties, tasks, and projects. This role will perform and coordinate highly sensitive and confidential operational work for RMEHS. The incumbent serves as a knowledge expert in the arena of public records, information practices, and third-party subpoenas, administers the campus's response to requests for public and subpoenaed university records, and provides technical and practical assistance to the campus on matters related to public access to and disclosure of information maintained by the university. The incumbent is also directly involved with developing, maintaining, and updating RMEHS policies, procedures, and guidelines.

Under general supervision, incumbents are privy to highly confidential and sensitive information about decision-making processes affecting, but not limited to, labor relations and personnel and employment related transactions.

The primary responsibility of this position involves accepting, examining, analyzing, and processing subpoenas and responding to Public Records Requests (PRAs) within legal time constraints of the California Public Records (CPRA), Information Practices Acts (IPA), and related statutes and the California State University policies and contributes to maintaining a privacy program that promotes privacy policies, standards, and practices. The incumbent must work in an environment that requires high confidentiality.

The incumbent will also maintain and update policies and procedures in risk management and environmental health and safety programs across the Cal State LA organization, including but not limited to risk management, occupational and industrial safety, laboratory safety, chemical hygiene, hazardous materials, and other safety programs. The incumbent will work with RMEHS subject matter experts, partners, and stakeholders to ensure the updated policies and procedures, including administration procedures, standard operating procedures, and inspection forms, comply with local, state, and federal mandates.

LIST REQUIRED AND/OR DESIRED QUALIFICATIONS.

- A. **Requirements:** Ability and/or interest in working in a multicultural/multiethnic environment.

Bachelor's degree in a related area, such as public administration, business administration, or a related field.
Three years of full-time equivalent, progressively responsible experience in records management work in a public agency.
Progressive work experience to demonstrate competence in independently applying judgment and nonstandard applications and systems. Effective time management and organizational skills with the ability to prioritize and balance heavy workloads, deadlines, and shifting priorities. Ability to manage various California Public Records Act requests, ensuring timelines are met. Ability to understand, interpret, and apply laws, rules, regulations, policies, and procedures. Strong research and analytical skills. Sound judgment and decision-making in accordance with office policies and procedures. Model and promote safe practices through effective

leadership. Strong command of current desktop technology, including word processing, databases, spreadsheets, web browsers, e-mail, etc., and ability to quickly learn new technologies and software programs, including Microsoft Office programs. Ability to take data, information, and records from various sources and compile them into a single comprehensive package. Ability to analyze law, regulations, and policy changes and interpret their effect on campus policies and Information Practices programs. Ability to pay strict attention to detail with a demonstrated record of maintaining accuracy. Ability to work independently on a self-directed basis and follow through to completion within assigned areas of responsibility. Ability to interact professionally and tactfully. Ability to handle confidential and sensitive matters with discretion. Excellent verbal and written communication skills with the ability to present technical information to non-technical clients and users. Ability to use appropriate English grammar, punctuation, and spelling. Ability to develop, maintain, and update existing safety procedures and policies. Ability to solve various problems.

B. Desired Qualifications:

Two years of relevant experience analyzing and responding to requests made under the California Public Records Act, California Information Practices Act, Freedom of Information Act, or in records, document management, or paralegal work. Knowledge of project management concepts and electronic evidence rules and laws. Ability to process, load, and troubleshoot native data into eDiscovery platforms throughout the entire eDiscovery lifecycle. Knowledge of Cal State LA processes, protocols, and procedures.

EMPLOYMENT CONDITIONS:

Full Time Part Time Positive Attendance

Work Schedule: (List days & hours) M-F, 8am-5pm

- Permanent
 Non-Tenurable (MPP)
 Temporary: If temporary, select Option A, B or C

Option A Appointment expires on or before Enter text or press space bar to leave blank.
Month/Day/Year

Option B Duration Enter text or press space bar to leave blank. months

- Option C 30-Day Appointment
 60-Day Appointment
 90-Day Appointment
 180-Day Appointment

Live Scan (HRM Use Only)

EDUCATIONAL/TECHNICAL BACKGROUND REQUIRED:

A. Certificates, license(s) or degree(s) required:

Certificate:

Enter text or press space bar to leave blank.

License:

Enter text or press space bar to leave blank.

Degree/Major from an accredited college or university:

Bachelor's Degree

B. Machines, tools, equipment and motor vehicles used during job performance.

Desktop computer, scanner, printer, telephone

C. Working Conditions: Outline the specific physical, mental and environmental conditions/requirements associated with the essential functions of this position using the "Working Conditions Demand" Form.

MANDATED REPORTING: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. (HRM Use Only)

- Limited Reporter
 General Reporter

ESSENTIAL FUNCTIONS: According to EEOC regulations, essential functions are those job duties which must be performed by the employee with or without making a reasonable accommodation for a disability; they cannot be reassigned or restructured without changing the essence of the position, or seriously disrupting the operations of the unit. Estimate the percentage of time spent performing the functions, the skills and knowledge required, and the result or output expected. List the essential functions in descending order, beginning with most important.

% of Time	Essential Functions (Attach if Necessary)	Skills & Knowledge Required	Results/Outputs Expected
50%	<ul style="list-style-type: none"> •Responsible for effectively and timely responding to Public Records Act (PRA) requests by reviewing, assessing, and preparing records for production in response to all incoming requests, pursuant to California Government Code section 7920, et seq., on a timely and accurate basis. •Assists in compiling and redacting documents requested through the Public Records Act before final processing and facilitates the review by the University General Counsel and other key university personnel as needed. •Responds to subpoenas timely and other document requests (including, but not limited to, subpoenas in federal court, state court, and administrative matters; requests for inspection in background check investigations by government agencies or their agents; as well as requests for documents under the Information Practices Act of 1977, Civil Code section 1798, et seq.) on a timely and accurate basis. •Maintains records according to the Records Management Standard and the records retention policy. •Responsible for receiving all subpoenas. Coordinates with the appropriate offices to gather the information requested for review by the University Legal Counsel before releasing information. •Coordinates with the appropriate offices to gather the information requested for review by the University Legal Counsel before releasing information. •Attends trainings, as needed, to maintain compliance with system- 	<p>Develop practicable and thorough solutions and use effective communication and listening skills.</p> <p>Interact professionally and tactfully.</p> <p>Develop, maintain, and update existing safety procedures and policies.</p> <p>Have the ability to handle confidential and sensitive matters with discretion.</p> <p>Responding to requests made under the California Public Records Act, California Information Practices Act, Freedom of Information Act, or in records, document management, or paralegal work.</p> <p>Using leadership skills to model and promote safe practices.</p>	

<p>45%</p>	<p>wide and Cal State LA policies and procedures.</p> <ul style="list-style-type: none"> •Professionally interacts with campus staff, administrators, faculty, students, and off-campus entities, including, but not limited to, Chancellor's Office personnel, attorneys, and law firms. •Coordinates reproduction of documents; determines charges and receives payments for reproduction and labor costs; maintains records of charges. <p>•Working with RMEHS subject matter experts to update, maintain, and ensure RMEHS program policies and procedures conform to current regulatory compliance standards, including related workflows and forms.</p> <p>•Collaborating with RMEHS subject matter experts interfacing with campus stakeholders to share, communicate, and implement updated RMEHS policies and procedures.</p>	<p>Excellent verbal and written communication skills</p>	
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OTHER FUNCTIONS: These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

5% Other duties as assigned

PURPOSE AND NATURE OF WORK RELATIONSHIPS: List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

Works with campus community, Chancellor's office personnel and the public.

OTHER FUNCTIONS: These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

N/A

PURPOSE AND NATURE OF WORK RELATIONSHIPS: List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

~~N/A~~ WORKS WITH CAMPUS COMMUNITY, CHANCELLOR'S OFFICE PERSONNEL AND THE PUBLIC

POSITIONS SUPERVISED DIRECTLY BY THIS POSITION: Indicate their title and hours per week (list on organizational chart).

N/A

SIGNATURES: The signatures of supervisor/administrator authorize the assigned duties and responsibilities. The signature of the incumbent indicates he/she has received a copy of this position description, has read it, and discussed it with the supervisor.

Incumbent Nidavone Niravanh	<i>Nidavone Niravanh</i>	Date 04/26/2024
Supervisor Queen King	<i>Queen B. King</i>	Date 04/29/2024
Dean/Department Head/Director <i>B.J. Eanes</i>		Date 05/04/2024
Appropriate Administrator (if different from above)		Date

WORKING CONDITIONS DEMAND FORM

A. Physical

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Repetitive use of feet/hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Stoop, kneel, crouch, crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Test/Analyze	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Drive motor vehicles and operate equipment ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Operate scientific equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Weight

Does job require that weight be lifted or force exerted?

Yes No

Check the appropriate boxes. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Up to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Up to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. More than 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach addendum on the specific job duties that require the physical effort selected above.

C. Vision

Does this job have special vision requirements? Yes No

Check all that apply.

1. Close vision (clear vision at 20 inches or less)
2. Distance vision (clear vision at 20 feet or more)
3. Color vision (ability to identify and distinguish colors)
4. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
5. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
6. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
7. No special vision requirements.

D. Mental

Indicate the extent of mental effort required for the job.

Check the appropriate box. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Direct others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Write	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Use math/calculations ..	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Concentrate amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Remember names	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Remember details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Work rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Examine/observe details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Make notes on the specific job duties that require the mental effort selected above.

E. Environmental

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Noise

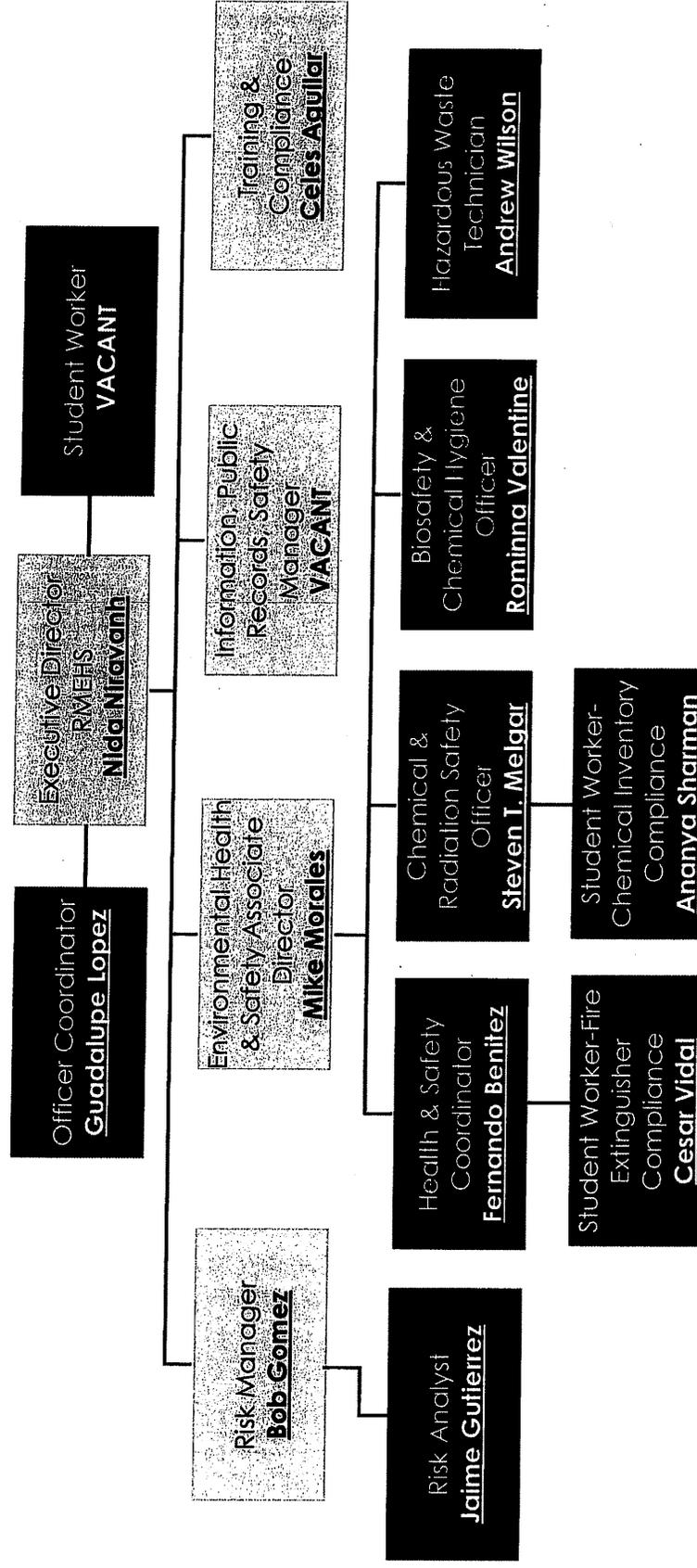
How much noise is typical for the work environment of this job?

Check the appropriate level below.

1. Very quiet (examples: forest trail, isolation booth for hearing test)
2. Quiet (examples: library, private office)
3. Moderate noise (examples: business office with computers and printers, light traffic)
4. Loud (examples: large earth-moving equipment)
5. Very loud (examples: jack hammer work, front row at concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

Risk Management & Environmental Health and Safety (RMEHS)



Organization Chart, April 2024

CAL STATE LA