

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Office of Health and Safety	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Governmental Program Analyst	702-015-5393-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Health and Safety, a Staff Services Manager II, the incumbent is responsible to for the analysis and recommendation of changes to the Department Safety Manual, perform workplace violence investigations and perform training on safety and health topics.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

- 40 % E Analyzes and recommends changes and updates to the Caltrans Safety Manual. Analyzes policies, procedures, laws, and rules to maintain and ensure compliance with applicable laws and rules regarding employee safety procedures.
- Provides consultation and training on the Departments Injury and Illness Prevention Program to managers, supervisors, and employees in subjects such as; Ergonomics; Heat Stress; Fall Protection, Workplace Violence, Confined Space, Respiratory Protection, and Lead Awareness training.
- 35% E Analyzes and recommends changes to the Department's Workplace Violence Policy. Analyzes other State departmental policies, rules, regulations, and proposed legislation to recommend changes to maintain an effective Director's Policy and Caltrans Workplace Violence Prevention Program. Updates the Caltrans Safety Manual to maintain an effective workplace violence investigative practices.
- Provides training and consultation services on the Caltrans Workplace Violence Prevention Program to managers, supervisors, employees, and Safety staff.

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- 20% E Performs sensitive workplace violence investigations. Workplace Violence Investigations are time sensitive and are to be performed in an expedient and confidential manner.
- 5% M Analyzes reports and data used to track the number of work related injuries and illnesses. Makes recommendations on the development of strategies to achieve the Departments goal to reduce the number of work related injuries and illnesses.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must be familiar with the Department's missions, vision, goals, organizational structure, and major work programs. Must have a strong analytical ability as well as the ability to identify routine safety, health, managerial and administrative problem areas; identify solutions and alternatives in matters of safety and health problems and/or law violations, the prevention of accidents, illnesses or injuries.

Be familiar with the operation and functions of the Department of Industrial Relations, Cal-OSHA Standards Board and Cal-OSHA Advisory Board.

Possession of a working knowledge of Title 8, California Code of Regulations, which includes the General Industry, Construction, and Electrical Safety Orders; Cal-OSHA citation processes; Inspection and incident investigation procedures is recommended.

Have the ability to apply this knowledge to Departmental operations; analyze the impact of decisions on the Department as a whole while constantly ensuring the safety and health of all employees; and have above average written and oral communication skills.

Strong analytical skills are required to evaluate various Departmental operations and determine the potential impact on employee safety and health. Must develop alternative procedures for offices and field operations when current procedures pose potential health problems. Must understand and explain (in writing and verbally) the impact of decisions and/or findings by internal and external parties relative to Departmental operations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or inadequacies in recommendations and decisions could result in serious employee health consequences. Failure to identify, take appropriate action, and resolve unsafe conditions during inspections, failure to correctly disseminate accurate information and implement current safety standards or processes may contribute to incidents with potential death or injury as the resultant effect.

Failure to identify hazards can also increase workers' compensation costs and expose the Department to citations, criminal prosecution and civil law suits.

PUBLIC AND INTERNAL CONTACTS

Regular contacts within the Department include program administrators, managers, and supervisors.

Additional internal contacts include District or Maintenance Safety Officers, statewide and district construction safety coordinators, Headquarters Maintenance and Construction staff, Translab staff, and Headquarters and District Equipment staff, including the Motorized Equipment Training Academy.

External contacts may include vendors that provide health and safety training or consultation, employee EAP services, ergonomic vendors, or Cal-OSHA inspectors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to develop and maintain cooperative relationships. Incumbent must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

Incumbent should possess ability to resolve emotionally charged issues, develop, and maintain cooperative working relationships.

Incumbent will be required to use a keyboard and computer equipment/software.

Incumbent must be able to travel throughout the State to District offices, maintenance stations, construction, and maintenance work zones.

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WORK ENVIRONMENT

Typical work setting is in an office environment. Travel of up to 25% may be required, and include field work.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date