STATE OF CALIFORNIA·DEPARTMENT OF TRANSPORTATION

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**
Safety Information System Administrator	702-015-5393-xxx	December 1, 2014

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 Staff Services Manager I, the incumbent will manage the Department's Safety Information System database to track employee injuries and illnesses in compliance with Cal/OSHA regulations. Additionally, the incumbent will manage the Office of Health and Safety website to ensure the information is in keeping with current policies and procedures, administer the Department's Maintenance Safety Incentive Award program, and track vehicle accidents .

TYPICAL DUTIES:

Percentages Essential (E)/ Marginal (M)[1]	Job Description
40 % E	Manages the Department's Injury and Illness reporting databases known as the Safety Information Management System (SIMS) and Workplace Violence databases. Includes troubleshooting and repairing database problems reported by district personnel. Analyzes statistical reports for vehicle accidents and personal injury data for current trends. Provides statistical reports on injury/illness rates when requested. Monitor compliance with policy and analyze additional needs. Maintains and updates all content on the Office of Health and Safety website.
35% E	Responsible for Cal/OSHA recordkeeping for the department. Ensures district and HQ personnel can provide Cal/OSHA logs and summaries when requested by Cal/OSHA inspectors and know the requirements of posting annual summaries by managers, supervisors, employees, and Safety staff.

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20% E Administer the departments Safety Incentive Award program. Includes developing a list of eligible employees and determining any disqualifications based on Bargaining Unit 12 contract language. Includes uploading a completed list to the departments TOPSS program.

Revises and makes changes to the completed list when eligibility changes are encountered after uploading the completed list. Responds to inquiries about eligibility from district personnel.

5% M Responsible for motor vehicle accident tracking for non-District 59, HQ based employees. Includes obtaining necessary reports, logging, and tracking, determining preventability, and entering completed reports into SIMS.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May act as a lead in the absence of a supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Requires extensive knowledge of Microsoft Access databases and Microsoft Visual Basic programming language. Knowledge in Sequel Server database technology is also necessary to transition current databases into anticipated upgraded databases. Requires an extensive knowledge of Dreamweaver and Drupal web editing software.

Requires a working knowledge of Title 8, California Code of Regulations, including all recordkeeping requirements included in the General Industry, Construction, and Electrical Safety Orders.

Requires a knowledge of Bargaining Unit 12 requirements to administer the Departments Safety Incentive Award for Maintenance employees, including the reasons for disqualification and the ability to convey that information to impacted employees.

Strong analytical abilities are required to identify injury, illness, and accident trends, and be able to respond to inquiries from regulatory agencies, District, and Program personnel. Possess above average written and oral communication skills.

Familiarity of the Cal-OSHA citation processes; inspection and incident investigation procedures.

Must be familiar with the Department's missions, vision, goals, organizational structure, and major work programs.

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

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or inadequacies in recordkeeping requirements will open the Department to potential serious violations of Cal/OSHA rules and regulations and associated fines.

Errors in improper coding of the Safety Incentive Award will open the Department to Union grievances filed on behalf of employees that may have serious financial liabilities.

Incorrectly identifying injury and illness trends and a failure to correctly disseminate accurate information may contribute to incidents with potential death or injury as the resultant effect.

PUBLIC AND INTERNAL CONTACTS

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

Additional internal contacts include District Safety Officers, statewide and district hazardous spill and hazardous waste coordinators, statewide and district asbestos coordinators, 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 Cal-OSHA Compliance or Consultation employees, Cal-OSHA Standards Board and Appeals Board members; Office of Risk Insurance Management; industrial hygienists, and/or chemists in the private sector.

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 video display terminal.

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

WORK ENVIRONMENT

Typical work setting is in an office environment. Travel of up to 50% may be required, and may 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

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