

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Office of Health & Safety/Business Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	907-014-5393-001	07/10/2015

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 general direction of the Chief of the Health & Safety Office, (SSM I), the Associate Governmental Program Analyst is responsible for assisting in developing, implementing, and evaluating assigned segments of the Districts Health & Safety Program. Occasionally assist the office of Business Management, the Deputy District Director, and the Deputy of Administration.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	35% (E). Responsible for the development, implementation coordination, and evaluation of professional health & safety programs for the purpose of preventing occupational injuries and/or illness to district employees. Identify, and analyze health & safety program problem areas and provide advice and guidance to District Management for resolution. This includes reviewing work area protection as it relates to motor vehicle accidents, and personal injuries, both for Caltrans employees and adverse parties. Analyze the need to formulate, or revise policies and procedures. Develop and revise contracts in various aspects of the District Health & Safety Program. Select and monitor medical facilities used to treat injured or ill workers. Distribute, file, accept, process personal injury, motor vehicle accidents, and claim forms. Monitor, track and analyze injury situation, and compile a report with solutions for management. Identify safety needs and develop and provide safety services to meet their needs. Regularly communicate & coordinate with Headquarters Workers Compensation coordinator to maintain injury status on district employee's. Process all complex and sensitive analyst duties of the Health & Safety Office.
20%	E	Will assist with conducting building inspections and program audit reviews of the Districts facilities to assess safety compliance to insure that appropriate policies and programs are being carried out by supervisors and management; assuring compliance with applicable safety requirements, including Federal, State, and local laws and regulations. Review analytical studies and surveys of safety accidents in the district.
20%	E	Consult with all levels of District Management regarding matters pertaining to the health, safety and return of injured or ill employees, including the Employees Assistance Program, and workman's compensation. Coordinate with the district training coordinator to plan, schedule and disseminate training such as Workplace Violence Prevention, Heat Stress Training, and Safety Stand Downs.
25%	E	Develop and implement health & safety programs in areas of motor vehicle accident prevention, occupational/ non-occupational injury of illness, occupational health, and public awareness and implementation of the Governor's Wellness Program. Assist injured and non-work related injured employees and supervisors in the management of work related injuries or illness. Provide staff assistance to the District Accident Prevention Committee, and Maintenance Branch Safety Committee. Create letters to staff management, internal, and external parties, other agency and medical facility's.

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<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a non-supervisory position. However, may provide guidance to support and/ or temporary staff as required.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of industrial safety, occupational health, and accident prevention; Federal, State and local laws, Labor Code, State Personnel Board/Department of Personnel Administration laws and rules, Workers compensation laws; State Compensation Insurance Fund (SCIF) policies; working knowledge of medical terms and language so that medical report can be read and understood; methods and practices used in eliminating health & safety hazards; principles of automotive safety' accident investigation and reporting procedures; Workers Compensation, and principles of personnel management. This position require the incumbent to exercise confidentiality in all aspects of the job.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Will assist with the following: Facility and operation inspections throughout the District. Has the authority to shut down an operation (Maintenance, Construction, etc.) if a hazardous or unsafe work environment exist. Misinterpretation of laws that could result in costly work stoppages, traffic delays to the traveling public, injuries, fatalities, lawsuits to the Department, potential civil and criminal charges to supervisors and Caltrans management and increase workers compensation cost.

Accident and injury reports must be filed and logged accurately and in a timely manner in order to provide proper support to all departments that utilize our services. Poor or delayed processing of reports can result in delayed medical benefits for employees improper defense for claims exposing the Department and the State to increased liability resulting in increased claim payments and negatively effect those who depend on the Health & Safety Office for assistance.

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### PUBLIC AND INTERNAL CONTACTS

Confer with employees, employee family members, supervisors and all levels of management; Cal-OSHA enforcement and compliance office; insurance carriers SCIF, Department of General Services, Office of Risk and Insurance Management; private insurance carriers; California Highway Patrol; Department of Motor Vehicles; Department of Health Services; various medical practitioners and health specialist. Represent Caltrans in court for claims filed against the District (motor vehicle and personal injury).

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to analyze data relating to safety, return to work situations, motor vehicle accidents. Develop positive situations and take effective action to provide a safe and healthful work environment. The Associate Governmental Program Analyst at times may be faced with the possibility of dealing with seriously or fatally injured Caltrans workers, community service workers, or members of the public.

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### WORK ENVIRONMENT

The work environment is generally an office environment with safety reviews, attend tailgate and supervisors meeting. Must be available for out of town travel, and available to assist other Districts when called upon.

The Associate Governmental Program Analyst will be required to publicly read & speak in front of large groups and teach safety related classes/courses.

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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.)

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EMPLOYEE (Print)

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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