

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst (AGPA) Caltrans	Division of Administration/Office of Health & Safety	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Safety Analyst	911-007-5393-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 general direction of the Safety, Health, and Warehouse Manager, a Staff Services Manager I (SSMI), the District Safety Analyst independently performs a variety of complex analytical duties. In that capacity, the incumbent analysis, prepares and presents district safety and health data to district management as well as District Accident Prevention Committee (DAPC), using statistical reports to demonstrate impact from the trends identified, responsible for reviewing and processing all personal injury reports as required by the Caltrans Office of Employee Safety and Health (Headquarters) and State compensation Insurance Fund (SCIF), tracking lost time or modified work assignments, evaluates, coordinates and makes recommendations for appropriate temporary/modified work assignments with works with the injured worker's supervisor and the Resource Planning staff. The incumbent develops, implements, and evaluates assigned segments of the District's health and safety programs in compliance with State law as contained in the California Department of Transportation Safety Manual, California Occupational Safety and Health Regulations (Cal-OSHA) standards, Labor Code Provisions, Uniform Building Code Regulations, and other applicable safety and health laws, rules or standards.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	The incumbent is responsible for monitoring, tracking, analyzing, interpreting, and evaluating complex data to forecast patterns of safety and health program problem areas, specifically Personal Injury and Motor Vehicle Accident trends. The incumbent prepares and presents district safety and health data to district management, as well as the District Accident Prevention Committee (DAPC), using statistical reports, charts, graphs and trend analysis, with cost figures as necessary, to demonstrate impact from the trends identified. From this data, the incumbent makes recommendations to disrupt patterns, prevent accidents and reduce losses to the DAPC and the SSMI, who coordinates implementation of those recommendations with the Safety Officer.
	The incumbent responds to safety related complaints; interprets and applies complex laws, rules, and policies; is responsible for identification of safety and health program problem areas; provides advice, guidance, and viable solutions to district management for resolution; and, when applicable, formulates procedures and program alternatives. This includes the responsibility for developing, recommending, and implementing district-wide policies, procedures, and practices affecting safety and health. The incumbent also presents decision memos regarding safety/health issues.
30% E	The incumbent provides consultation and instruction to injured employees and their supervisors in the management of work related injuries/illnesses. The incumbent is responsible for reviewing and processing all personal injury reports for the District as required by the Caltrans Office of Employee Safety and Health (Headquarters) and the State Compensation Insurance Fund (SCIF), in addition to tracking lost time and modified work assignments. The incumbent evaluates, coordinates, and makes recommendations for appropriate temporary/modified work assignments with injured worker's supervisors and the Resource Planning staff; and works with managers, supervisors, and Headquarters Safety staff to ensure that payments are issued timely.
10% E	The incumbent monitors, tracks, and responds timely to requests for copies of documents housed in the District Health and Safety unit through the California Public Record Act. The incumbent examines and analyzes the complex documents to identify and redact any qualifying information

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

before release of the records.

- | | | |
|-----|---|---|
| 10% | E | The incumbent develops, facilitates, and/or coordinates safety related training programs, such as reporting injuries/vehicle accidents, new employee orientation, supervisor training, and Employee Assistance program (EAP) workshops. The incumbent maintains and/or coordinates the maintenance of the District Safety & Health website. |
| 5% | E | The incumbent is the Lead for "Safety Awareness Week" activities including: soliciting presenters; advertising, coordinating and scheduling the events; preparing rooms; assuring appropriate equipment is available; and coordinating employee assistance. |
| 5% | M | The incumbent is responsible for assisting the safety department with back-up duties, including reviewing and processing motor vehicle accident reports. |

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

While the incumbent does not supervise staff, the incumbent does have the authority to provide functional direction to others engaged in safety related activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a thorough knowledge of the principles and techniques of leadership, industrial safety, occupational health, and accident prevention. Incumbent must also possess knowledge of Federal, State, and local laws, Labor Code, Worker's Compensation laws; State Compensation Insurance Fund (SCIF) policies; and working knowledge of medical terms and language in order to interpret and discuss medical work status reports (medical restrictions) with supervisors; methods and practices used in eliminating safety and health hazards; principles of automotive safety; accident investigation and reporting procedures.

Incumbent must have the ability to analyze and solve complex problems relating to employee safety and health, and develop technically sound alternatives and solutions. These may include developing new approaches, district policies and/or procedural changes to provide a safe and healthful work environment. This position requires considerable analysis and interpretation of job-related accidents data for cause, effect, and prevention.

Incumbent must have the ability to reason logically and creatively; utilize a variety of analytical techniques to resolve complex issues; develop and evaluate alternatives; analyze data and present complex ideas, information, and statistical data effectively in narrative format and in graphical representation using Microsoft Office, including Word, Excel, Access and PowerPoint. The incumbent must have the ability to serve in a lead capacity and to conduct safety related training. This position is privy to confidential and sensitive information; therefore, the incumbent must maintain confidentiality and maintain a neutral position when responding to safety-related complaints, injuries, accidents, inspections, reviews and investigations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for assuring that district accident and injury reports are filed and logged accurately and in a timely manner in order to provide proper support to all departments that utilize the services of the Office of Safety and Health. Poor or delayed processing of reports can result in delayed medical benefits for employees, increased worker's compensation costs, and negatively affects those who depend on the office of Safety and Health for assistance. Improper resolution of issues or failure to recommend the appropriate course of action could result in the District and/or Department's non-compliance with State and Federal laws, regulations and guidelines, which could result in lawsuits.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have daily contact with employees, employee family members, union representatives, supervisors, headquarters safety staff, all levels of management; Cal-OSHA enforcement and compliance officers; insurance carriers (SCIF, Department of General Services, Office of Risk Management, private insurance carriers) California Highway patrol; Department of Motor Vehicles, Department of Health Services, various Federal, State, City and County entities; attorneys, various medical practitioners and health specialists. The incumbent may also represent the district at various activities relative to the District Safety Program. The incumbent must represent the Department professionally, courteously, sensitively, and confidentially.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

The Safety and Health office is service-oriented. Telephone response must be handled timely and professionally. Often employees and the public are concerned about matters related to their personal health, vehicle accident claims, or other monetary or emotional matters. Customers must be treated with sensitivity and tact, as their impressions are a measure of our ability to provide professional quality services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to sit for long periods of time using a personal computer, video display terminal, and keyboard. Must have the manual dexterity needed to operate a computer for the preparation of reports and various forms.

Mental: Must be able to sustain mental activity to write reports, problem solve, analyze and reason solutions to safety concerns and take the initiative to effectuate corrective action. Must be able to develop new insights into situations, formulate appropriate strategies, and take effective actions. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation. Incumbent must possess a refined sense of tact, diplomacy and confidentiality.

Incumbent must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodations.

WORK ENVIRONMENT

The position requires the incumbent to work both indoors and outdoors. While indoors, performs tasks related to the administration of the District Safety Program. The activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard and video display terminal. Employee will work in a climate-controlled office under artificial lighting.

Outdoor activity may include exposure to dust and weather conditions of extreme heat and/or cold. Employee will be required to travel throughout metropolitan and remote areas to meet with district staff.

Normal working hours are between the hours of 7 AM to 5 PM, Monday through Friday.

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)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Signature)

DATE