

Safety Specialist, Caltrans Series

California State Personnel Board Specification

Series established November 16, 1994

Scope

This series specification describes three classes which perform a full range of safety-related duties in both the Headquarters and District setting within the California Department of Transportation.

Schem Code	Class Code	Class
IH11	9807	Safety Specialist, Caltrans
IH12	9808	Senior Safety Specialist, Caltrans
IH13	9809	Chief, Caltrans Safety Program

Safety Specialist, Caltrans Series Specification - Class Titles and Codes

Definition of Series

These classes comprise the career path for the Department's Safety Program and consists of entry and training through journey, advanced specialist and manager levels.

Persons in these classes are responsible for the development, implementation and enforcement of the Department's comprehensive Injury and Illness Prevention Program. Responsibilities include safety investigations and inspections, site reviews, training and information sharing, and development and implementation of departmental safety procedures in conformance with laws, rules and departmental policies. Positions in Headquarters function as liaison to District safety office staff relative to interpretation and implementation of safety and health laws, rules, policies and standards.

Entry Level

Entry into this series is typically through the Safety Specialist, Caltrans, classification.

Factors Affecting Position Allocation

Level, variety and complexity of assignments; degree of independent action, skill and decision; degree of direction received; level and scope of responsibility for program and policy development and implementation; the level of hazardous material expertise; and the degree of supervisory responsibility.

Definition of Levels

Safety Specialist, Caltrans

This is the entry and training, extended training, and full journey level class for Caltrans' Safety Program. Under general direction, incumbents perform a full range of safety-related duties in both the Headquarters and District setting within Caltrans. Incumbents conduct safety inspections and accident investigations; perform office and work site reviews to ensure safe working conditions with authority to request work stoppage in the event of serious safety violations; respond to safety-related complaints; interpret and apply laws, rules and policies to further develop the Department's Safety Program including ergonomics, electrical safety, and hearing conservation; recommend corrective action for law/rule violation; provide consultation and training to departmental staff relative to safety-and health-related problems; represent the Department/District in administrative hearings; maintain vehicle accident data and identify accident trends; are responsible for the

Employee Assistance Program (EAP) and the employee wellness program; monitor the safety incentive award program; coordinate development of the safety newsletter; and do other related work.

Senior Safety Specialist, Caltrans

This is the advanced journey level in this series. Incumbents are responsible for complex safety issues with statewide impact. Under general direction, incumbents have statewide responsibility to provide safety and health consultation and expertise to managers, supervisors, and employees, including evaluation of chemicals, work processes, materials, laboratory tests, work procedures and interpretations of Cal-OSHA regulations; develop, implement and enforce the Department's Injury and Illness Prevention Program, which includes industrial hygiene, hazardous materials, respiratory protection, blood-borne pathogens, indoor air quality and confined spaces policies, procedures and practices; direct the work of, and serve as liaison to, industrial hygienists and other consultants; conduct and oversee monitoring, interpretation of results and implement corrective actions for unhealthy or unsafe conditions; serve as Department liaison for issues before the Cal-OSHA Standards Board, including evaluating and responding to citations, representing the Department at settlement conferences, appeal hearings, and testifying before the Legislature regarding Cal-OSHA issues; evaluate the health and safety hazards of newly-introduced and routinely used chemicals, materials and products; develop and implement safety training programs; provide expertise regarding response and handling of hazardous material spills, cleanups, protective equipment and disposal methods.

Chief, Caltrans Safety Program

This is the supervisory level in the series with responsibility for directing the Department's statewide Safety Program. Under general administrative direction, develops policy and provides direction for all employee safety and health issues; assumes primary responsibility for planning, organizing, implementing and evaluating Caltrans' Injury and Illness Prevention Program; and manages Caltrans' Office of Employee Safety and Health. Responsibilities include planning, organizing and directing staff that monitor and oversee employee safety and health programs; developing and/or reviewing safety policies and procedures; monitoring enforcement of safety laws, rules and policies; conferring and negotiating on behalf of the Department with other State agencies; enforcing safety and health laws and policies and/or ordering cessation of work if an activity, material, process or environmental condition presents a hazard to employees' safety and health; developing and implementing critical safety issue guidelines; supervisory and management activities including staff recruitment, development and training, performance evaluation, program budgeting and strategic planning.

Minimum Qualifications

Safety Specialist, Caltrans

EITHER I

Experience: Two years' experience in the California state service performing occupational safety-related duties in a classification equivalent in level of responsibility to an Assistant Caltrans Administrator, Range C.

OR II

Education: Equivalent to graduation from college with specialization in engineering, industrial hygiene, chemistry, physics, biology, or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the educational requirement.) and

Experience: Two years' experience as a safety consultant or specialist in the construction, maintenance, laboratory or equipment disciplines, conducting safety inspections to identify worker safety hazards and offering advice on the prevention of industrial accidents to public or private entities.

Senior Safety Specialist, Caltrans

EITHER I

Two years' experience in the California state service performing safety-related duties in a classification equivalent in level of responsibility to a Safety Specialist, Caltrans (Range C).

OR II

Education: Equivalent to graduation from college with specialization in engineering, industrial hygiene, chemistry, physics, biology, or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the educational requirement.) and

Experience: Three years' increasingly responsible experience as a safety consultant or specialist in the construction, maintenance, laboratory or equipment disciplines; or hazardous substances or industrial hygiene management, regulation, analysis or research [two years of which must have been equivalent in level of responsibility to a Safety Specialist, Caltrans (Range C)].

Chief, Caltrans Safety Program

EITHER I

Two years' experience in the California state service performing safety-related duties in a classification equivalent in level of responsibility to a Senior Safety Specialist, Caltrans.

OR II

Four years of experience in the California state service performing safety-related duties in a classification equivalent in level of responsibility to a Safety Specialist, Caltrans (Range C).

OR III

Education: Equivalent to graduation from college with specialization in engineering, industrial hygiene, chemistry, physics, biology, or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the educational requirement.) and

Experience: Broad and extensive (more than five years) increasingly responsible experience as a safety consultant or specialist in the construction, maintenance, laboratory or equipment disciplines; or hazardous substances or industrial hygiene management, regulation, analysis or research (two years of which must have been equivalent in level of responsibility to a Senior Safety Specialist, Caltrans, and an additional two years of which must have been in a supervisory capacity overseeing staff performing safety-related duties as described above).

Knowledge and Abilities

Safety Specialist, Caltrans

Knowledge of: The principles, practices and methods of construction, maintenance, laboratory, equipment or office functions as they relate to safety and health; methods, operations and devices used in the Department's work places and the safety and health hazards associated with these work places; laws, rules, practices, and policies associated with various departmental disciplines; methods and techniques used in safety inspections,

accident prevention, consultation, training and technical report writing; the Department's Employee Assistance Program (EAP) and employee wellness program; and procedures relative to handling of safety grievances and workers' compensation issues.

Ability to: Conduct safety inspections and accident investigations; detect occupational safety, health hazards and unsafe working conditions and practices; interpret and apply laws, rules, policies, and practices; develop and maintain effective working relationships; analyze situations accurately and take effective action; communicate effectively; write effectively and prepare technical reports and correspondence; prepare and deliver presentations to small and large groups, both internal and public; act in a lead capacity; and represent the Department with other State and local agencies.

Senior Safety Specialist, Caltrans

Knowledge of: All of the above, and chemical and physical characteristics of hazardous materials and their general effect on human health and the environment; effects of hazardous materials and their interactions on the environment and statistical methods of analysis; principles and procedures of hazardous material management and disposal; air quality management; investigatory methods; research and literature on the health effects of hazardous substances used in industry; public health and industrial hygiene principles and practices and apparatus used to monitor and/or collect samples for analysis.

Ability to: All of the above, and analyze and evaluate data and reach sound conclusions; make presentations, evaluate scientific data and develop and prepare recommendations based on findings; read and understand technical research reports on emerging public health issues related to the use of hazardous substances and industrial hygiene; organize materials for public presentation; represent the Department before numerous agencies within and outside of State Government and the Legislature.

Chief, Caltrans Safety Program

Knowledge of: All of the above, and public administration and principles and practices of effective supervision, personnel management, labor relations and training; the Department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action/Equal Opportunity Programs and the processes available to meet affirmative action/equal opportunity objectives.

Ability to: All of the above, and direct and evaluate the Department's comprehensive Safety Program; propose, implement and evaluate health standards and policies; effectively contribute to the Department's affirmative action/ equal opportunity objectives.

Special Personal Characteristics

All Levels:

Willingness to undertake additional training to meet job needs; willingness to travel and work in various locations throughout the State; keenness of observation, tact, and a professional demeanor.

Class History

Class	Date Established	Date Revised	Title Changed
Safety Specialist, Caltrans	11/16/1994	--	--
Senior Safety Specialist, Caltrans	11/16/1994	--	--
Chief, Caltrans Safety Program	11/16/1994	--	--

Safety Specialist, Caltrans Series History - Dates Established, Revised, and Title Changed

Updated 6/3/2012