CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE **Safety Specialist**	DISTRICT/DIVISION/OFFICE Administration/ Safety & Management Services/Safety Office	
WORKING TITLE Safety Specialist	POSITION NUMBER 702-015-9807-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; working cooperatively with team members and customers; and treating them fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

Under the general direction of the Chief, Office of Safety Services, a Staff Services Manager II, the incumbent is responsible for complex safety issues with statewide impact and acts as expert consultant to supervisors and managers of the Departmental Health and Safety Program.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
35% (E)	Conducts ergonomic evaluations of Headquarters employees' workstations. Provides managers and supervisors with a written assessment noting recommended modifications. Acts as an expert resource in providing guidance on the purchase and feasibility of ergonomic devices.
20% (E)	Provides consultation and training (including T4T) on the Departments Injury and Illness Prevention Program to managers, supervisors, and Safety staff in matters such as; Ergonomics; Heat Stress; Fall Protection, Workplace Violence, Confined Space, Respiratory Protection, and Lead Awareness training. Develops and provides training to Caltrans Safety Officers on conducting inspections, hazard recognition and materials, confined spaces, respiratory protection, and accident investigations, and other topics as assigned.
20% (E)	Performs sensitive workplace violence investigations as assigned. Interviews complainants, respondents, and witnesses to the alleged incident. Obtains written statements from involve parties. Analyzes information provided to make a determination if the allegation violated policy. Advises managers and supervisors of decision and next steps. Provides written determination letter to complainant and respondent. Inputs information into the Safety Information Management System database.

10% (E) Promote employee health and wellness through coordinating Safety presentations and State Employee Heart Walk participation.

Provides recommendations submitted by supervisors and participates on the committee for employees nominated for the Governors Employee Safety Award.

10% (E) Update policies and procedures in the Department's Injury and Illness Prevention Program including, but not limited to: Ergonomics; Heat Stress; Fall Protection, Workplace Violence, Confined Space, Respiratory Protection, and Lead Awareness training.

5% (M) In a training capacity, researches and provides written recommendations for New Products submittals; participates in Department Accident Review Team investigations, workplace violence complaints; writes Safety Alerts/Bulletins, or others projects as assigned. Conducts inspections and develops written reports on Safety sensitive issues.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of Title 8, California Code of Regulations General Industry, Construction, and Electrical Safety Orders; Hazardous Materials; EPA Standards; the Cal-OSHA citation processes; inspection and accident investigation procedures; and Caltrans' policies, procedures, mission, vision, and goals.

Ability to understand and apply knowledge of Title 8 to Departmental operations; analyze the impact of decisions on the Department as a whole while constantly ensuring the safety and health of all employees;

Strong analytical skills are necessary to evaluate various Departmental operations and determine the potential impact on employee safety and health. The incumbent has the ability to develop alternate procedures for office and field operations when current procedures pose potential health or safety risks. Must understand and explain (in writing and verbally) the impact of decisions and/or findings by internal and external parties relative to Departmental operations.

Possess excellent written and oral communication skills.

Computer skills are necessary to update the Safety Intranet page with current safety and health information.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

Failure to identify hazards could result in serious employee health consequences; increase workers' compensation costs, and expose the Department to citations, criminal prosecution, and civil 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

Employee will be required to sit for long periods of time using a keyboard and video display terminal.

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

Employee may be required to spend time in a field setting at active construction or maintenance work zones in varying weather conditions. Must be able to conduct reviews of construction and maintenance activities which requires manual dexterity.

WORK ENVIRONMENT

Work setting is in an office environment. Statewide travel may be required to present training to Districts, Division or Programs, conduct inspections or interviews.

The work environment varies from an office setting using a computer to a classroom providing training to employees to a field worksite requiring the ability to climb walk on uneven ground.

Ability to travel throughout the State to District offices, maintenance stations, construction, and maintenance work zones.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 DATE SUPERVISOR DATE