

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Safety Specialist	OFFICE/BRANCH/SECTION District 2 / Administration / Legal Admin Services	
WORKING TITLE Safety Officer	POSITION NUMBER 902-001-9807-xxx	EFFECTIVE DATE

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 the District 2 Legal Admin Services Branch (Staff Services Manager I), the incumbent is responsible for the District's Safety Program involving construction, maintenance, operations, office staff and all safety related work activities with the District. The Safety Officer administers the District Worker's Compensation programs, accident prevention and employee safety and health program and administers the injury, illness and prevention programs.

TYPICAL DUTIES:

Percentage		Job Description
30%	E	Develop and recommend district-wide policies, procedures, and practices affecting employee safety and health. Conduct safety inspections, identify safety and health program problem areas and provide advice and guidance to District management for resolution. Perform health and safety reviews and facility inspections throughout District 2. Provide assurance of enforcement of safety and health laws and departmental policies which includes authority to order cessation of work when any activity or work place presents an imminent hazard to employee health and safety. Document and follow-up on safety violation to insure corrections are implemented.
25%	E	Document, research and provide recommendations for safety related suggestions. Identify trends from accident records, safety reviews and inspections and develop recommendations for addressing these trends. Review and investigate vehicle and personal injury accidents. Review 270, Vehicle Accident Report and enter into SIMS database. Review and monitors safety meeting reports and makes recommendations of action to Staff Services Manager I. Generate report in writing to management all accident prevention opportunities and safety deficiencies discovered with recommendations for appropriate corrective actions. Attend maintenance and office safety meetings.
20%	E	Prepares and analyzes accident and injury data reports on a quarterly, semi-annual and annual basis. Analyze data and prepare reports to evaluate trends, equipment issues, or training needs, etc. Provide data to management and supervisors with recommendations for safety program improvement utilizing a variety of sources including budget sources, database programs and 270 reports. Inputs 270 accident documents into statewide database program.
15%	E	Provide guidance and assists managers and supervisors concerning Return-to-Work and Workers' Compensation programs. Consult with the Headquarters Return to Work Coordinator monthly/quarterly to review Workers Compensation Claims. Coordinates with Headquarters Human Resources staff, District Safety Officers, employees, physicians, and supervisors to return to work or accommodate injured employees. Inputs Workers' Compensation data into statewide database. Provide guidance and assistance to managers and supervisors concerning Reasonable Accommodation program.
5%	M	Coordinates with the other District Safety Officer (DSO) in administering the District's Accident Prevention Committee, (DAPC).

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5% M Attends and participates in the safety review committee for all new construction projects. Assists and coordinates ergonomic assessments for District employees.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and methods of construction, maintenance, laboratory, equipment, and office functions as they relate to safety and health. Knowledge of 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. Knowledge of the Department's Employee Assistance Program (EAP) and employee wellness program; and procedures relative to handling of safety grievances and worker's compensation issues. Must possess knowledge of rules of evidence and legal rights, knowledge of public or business administration; knowledge of Caltrans operation and equipment; state and federal safety laws; Caltrans safety policies and procedures and safety sections of departmental manuals. Must have effective meeting skills, knowledge of budgeting and cost control.

Ability to conduct safety inspections and accident investigations; detect occupational safety, health hazards and unsafe working conditions and practices. Ability to interpret and apply laws, rules, policies, and practices; develop and maintain effective working relationships. Ability to 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. Ability to enforce laws, rules and regulations with tact and maintain cooperative relations. Ability to provide guidance and counsel regarding work methods and procedures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The District Safety Officer is responsible for facility and operation inspections throughout the District and has the authority to shut down an operation (Maintenance, Construction, etc.) if a hazardous or unsafe work environment exists. The incumbent is responsible for recommendations to Division Chief regarding district-wide safety issues. Errors in judgement could adversely affect the lives of district employees, the public, and contractors. Safety violations that are not corrected may result in serious injury or death to contractor employees, state employees, traveling public and lead to tort liability claims against the state.

PUBLIC AND INTERNAL CONTACTS

Daily contact with all levels of district staff, union representatives, the public, the press, and maintains contact with headquarters safety. Telephone or personal contact with construction and maintenance offices and other state agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Other physical activities will include standing, walking on uneven ground, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the neck and waist. Other activities may be reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation. Employee will also be required to travel.

Organizational skills are a requirement. The employee must be self-motivated and be able multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships. Must consider and respond appropriately to the needs, feeling, and capabilities of different people in various situations. The employee must be able to maintain a high level of confidentiality.

Must possess a willingness to work unusual hours, ability to install new and revised methods and procedures to work independently with minimal supervision and willingness to accept increasing administrative responsibility. Employee must have emotional stability, keenness of observation and a good memory.

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WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Incumbent is required to travel and work outdoors and will be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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