

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Safety Specialist, Caltrans	OFFICE/BRANCH/SECTION Office of Health, Safety & Training	
WORKING TITLE RTW/RA Coordinator	POSITION NUMBER 904-082-9807-008	EFFECTIVE DATE 07/28/2015

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 supervision of the Chief of the Office of Health, Safety & Training (Staff Services Manager II), develops, implements and evaluates assigned segments of the District's safety and health programs. Employee must have a valid driver's license to perform the duties of this position.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Essential (E)/Marginal (M) ¹ Consults with all levels of District managers, supervisors, employees and Headquarters' Safety staff regarding workers' compensation, return to work, Reasonable Accommodation and other medical issues to determine the most appropriate course of action. Manages workers' compensation claims, consulting with State Compensation Insurance Fund (SCIF). Reviews and interprets medical reports to determine the department's best course of action. Implements the return to work program for permanent alternate placement of all employees with injuries/illnesses. Coordinates modified work/temporary assignments with injured workers' supervisors. Works with managers, supervisors and Headquarters Safety staff to facilitate the resolution of medical issues and assure that payments are issued timely.
20%	E	Responsible for the development, implementation, coordination, and evaluation of professional health and safety programs for the purpose of preventing occupational injuries and/or illnesses to District employees. Identify safety and health 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 to Caltrans employees and adverse parties. Makes oral presentations and prepares reports and written documentation of incidents. Develop and write contracts for various aspects of the District Safety and Health Program.
15%	E	Conduct inspections and program audit reviews of the District's facilities to assess safety compliance to insure that appropriate policies and programs are being carried out by supervisors and management; assure compliance with applicable safety requirements including Federal, State, and local laws and regulations.
10%	M	Develop and implement safety and health programs in areas of motor vehicle accident prevention, occupational/non-occupational injury/illness, occupational health, and public awareness
5%	M	Provide staff assistance to the District Accident Prevention Committee.

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

None. May serve as Acting when the Office Chief is away from the District. May be requested to provide guidance to other office staff and/or to temporary workers in the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of industrial safety, occupational health, and accident prevention; Federal, State and local safety laws, Labor Code, State Personnel Board/Department of Personnel Administration laws and rules, Workers' Compensation laws; State Compensation Insurance Fund policies; working knowledge of medical terms and language so that medical reports can be read and understood; methods and practices used in eliminating safety and

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health hazards; principles of automotive safety, accident investigation and reporting procedures; workers compensation and principles of program and personnel management. Ability to make effective oral presentation and prepare written documents pertaining to health and safety issues.

Ability to analyze data relating to safety, return to work situations, and motor vehicle accidents. Develop positive solutions and take effective action to provide a safe and healthy work environment.

Ability to travel throughout the district at various times of the day and on any day of the week.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for facility and operational inspections throughout the District. Has the authority to shut down an operation (Maintenance, Construction etc.) if a hazardous unsafe work environment exists. Misinterpretation of laws 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; increased workers' compensation costs.

PUBLIC AND INTERNAL CONTACTS

Confers with employees, employee family members, supervisors and all levels of management; CalOSHA enforcement and compliance offices; insurance carriers (State Compensation Insurance Funds, Department of General Services; Office of Risk & Insurance Management, private insurance carriers): California Highway Patrol, Department of Motor Vehicles; Department of Health Services; various Federal, State, City, County entities; attorneys, various medical practitioners and health specialists. May represent Caltrans in court for claims filed against the District (motor vehicle and personal injury). May represent the District in safety grievance investigations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to bend, stoop, and kneel whether working in the office or field environments. Also must have the ability to climb ladders, work above ground, or walk on uneven surfaces. Must be able to sit and/or stand for long durations and perform tasks utilizing a PC. Must be able to operate motorized vehicles.

Mental: Must grasp the essentials of new information and master technical and business knowledge. Must be able to develop new insights into situations, formulate appropriate strategies and take effective actions to ensure a safe and healthy work environment.

Emotional: Must be able to work in sensitive, emotionally charged and confidential situations. Must maintain tact, composure and diplomacy at all times. Able to display ethical behavior at all times to clients, co-workers, support staff, and supervisors. It is important that the employee be able to work with others in a cooperative respectable manner.

WORK ENVIRONMENT

Employee works in both a field and office setting. In the office the employee will work in a climate controlled office cubicle under artificial lights. During field duties, drives an assigned state vehicle; may work on the side of the roadway, on bridges, within highway work zones and in adverse weather conditions.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
