

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Safety Specialist, Caltrans | Administration/Safety & Health Unit | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| District Safety Officer | 908-009-9807-918 | |

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 Staff Services Manager I of the Safety, Health and Wellness office, the District Safety Officer has responsibility for all safety-related work activities affecting the employees within the district. The District Safety Officer is a single point of contact for safety issues related to the Department's Injury and Illness Prevention Program (IIPP). A valid California driver's license is desirable.

TYPICAL DUTIES:

| Percentage | | Job Description |
|---|---|---|
| Essential (E)/Marginal (M) ¹ | | |
| 35% | E | Consult with all levels of District management regarding matters pertaining to the safety, health, and return of injured/ill employees, including the Employees Assistance Program. Respond to safety related complaints, interpret and apply laws, rules, and policies. Provide consultation and instruction to work-related and non-work-related injured employees and their supervisors in the management of work related injuries/illness. Monitor, track, analyze, interpret, evaluate, and present district safety and health data. Prepare or coordinate the production of statistical reports, charts, and graphs. Maintain District Safety and Health and Wellness website. |
| 25% | E | Develop, recommend and implement district-wide policies, procedures, and practices affecting employee safety and health. Identify safety and health program areas and provide advice and guidance to district management for resolution. Prepare and present decision memorandums regarding safety/health issues. Develop, coordinate, and provide training on safety-related programs, such as Heat Stress Prevention, Workplace Violence Prevention, reporting injuries/vehicle accidents; Employee Assistance Program and new employee orientation and relevant supervisor training. |
| 25% | E | Conduct field inspections and program audit reviews of the District's facilities to assess safety compliance to ensure that appropriate policies and programs are being carried out by supervisors and management; assuring compliance with applicable safety requirements including Federal, State and local laws and regulations. Plan, coordinate and conduct District Wellness Program, including health fairs, wellness activities, and other proactive health-related programs. |
| 10% | E | Develop and recommend new strategies and methodologies or modifications to existing programs or practices that will enhance public awareness and promote participation in the IIPP by district employees. Serve as co-chairperson, coordinate, monitor activities and provide advice and support to the District Accident Prevention Committee and/or the District Incident Response and Assessment team. When needed, may process and transport injured employees to state doctor and follow-up with supervisor(s). Incumbent will report to relevant hospital(s) when Caltrans employee(s) and/or contractor employee(s) are injured to assist supervisors and provide follow-up reports to their chain of command. |
| 5% | M | Provide administrative and analyst support to the division. |

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. However, incumbent has the authority to provide functional direction to others engaged in safety activities.

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)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of leadership, industrial safety, occupational health, accident prevention, conduct inspections/investigations, and detecting unsafe working conditions; Federal, State, and local laws, Labor Code, Worker's Compensation Laws; State Compensation Insurance Fund (SCIF) policies; working knowledge of medical terms and language so that medical restriction reports can be interpreted and discussed with supervisors; methods and practices used in eliminating safety and health hazards; principals and automotive safety, accident investigation and reporting procedures.

Ability to plan, organize, conduct, and evaluate situations accurately and adopt an effective course of action; communicate effectively both orally and in writing. Act in a lead capacity; conduct safety training. Present complex ideas, information and statistical data in narrative format and in graphical representation using the MS Office, including Word, Excel and Powerpoint. Position is privy to confidential information and must maintain a neutral position in safety-related complaints, injuries, accidents, inspections, reviews, and investigations.

Analyze and solve complex problems relating to employee safety and health. Develop technically sound alternatives and solutions, which may include developing new approaches, district policy and procedural changes. Develop positive solutions and take effective action to provide a safe and healthful work environment. Requires considerable analysis, interpretation, and application of Cal-OSHA requirements, safety orders, directives, safety data, job-related accidents for cause, effect and prevention, and unsafe practices leading to non-compliance with safety regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for facility inspections throughout the District. Has the authority to shut down an operation if a hazardous or unsafe work environment exists. Provide advice and assistance on various safety and health-related issues to all levels of staff. Accident and injury reports must be filed and logged accurately and in a timely manner in order to provide proper support to all departments that utilize our services. Poor or delayed processing of reports can result in delayed medical benefits for employees and improper defense for claims exposing the Department and the State to increase liability resulting in claim payments and negatively affects those who depend on the Safety and Health Office for assistance. Errors in judgment or misrepresentation 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, and increased workers' compensation costs. Safety violations that are not corrected may result in serious injury or death to contractor employees, state employees, and the motoring public.

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. Represent the district at various activities relative to the District Safety Program.

The office of Safety and Health is a service-oriented provider. Telephone answering must be handled professionally and with courtesy. Often employees and the public are concerned about matters related to their, personal health, vehicle accident claims, and other matters when they consult with the District Safety Officer. District customers must be handled with sensitivity and accommodation because their impressions are a measure of our ability to provide professional-grade quality services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Activities require the ability to perform safety inspections in open and enclosed areas. Requires manual dexterity to operate a computer for preparation of reports and various forms. Required to be trained in first aid/CPR and apply this skill in the event of an emergency. Must be able to travel for sustained periods of time and/or on uneven terrain. The location of inspection sites may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of a vehicle's occupant.

Incumbent will be required to engage in sustained mental activity to produce reports, problem solving, and analysis and

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

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.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

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. Activities include, but are not limited to, sitting for prolonged period of time while using the telephone, keyboard and video display terminal. The incumbent will work in a climate-controlled office under artificial lighting.

Outdoor activity include exposure to moving traffic, loud noise, dust, and weather conditions of extreme heat and/or cold. May come to contact with hazardous materials, pesticides, chemicals; i.e., paints, cleaners, solvents, etc. May require some night or weekend work. Night work requires ability to work with artificial lighting. The incumbent will be required to travel throughout metropolitan and remote areas to conduct inspections and meet with district staff.

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