STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Safety Specialist, Caltrans	Division of Administration/Office of Health & Safety	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Safety Officer	9-11-007-9807-xxx	

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 general direction of the Safety, Health, and Warehouse Manager, a Staff Services Manager I, the District Safety Officer has responsibility for all safety-related work activities affecting the employees within the district. In that capacity, the incumbent provides a broad range of services to management and employees in the implementation and effectiveness of the District Safety Program in compliance with State law as contained in the California Department of Transportation Safety Manual, Cal-OSHA standards, Labor Code Provisions, Uniform Building Code Regulations, and other applicable safety and health laws, rules or standards. The District Safety Officer is a single point of contact for safety issues related to the Department's Injury and Illness Prevention Program (IIPP) and the Workplace Violence Prevention Program. A valid California driver's license is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	The incumbent conducts and/or coordinates field/facility 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; assuring compliance with applicable safety requirements including Federal, State, and local laws and regulations.
25%	E	The incumbent provides consultation and training to all levels of District management and district employees in the implementation and maintenance of the Department's Injury and Illness Prevention Program, policy, procedures and work practices to ensure a safe and secure work environment for employees and the motoring public. This includes the responsibility for developing, recommending and implementing district-wide policies, procedures and practices affecting safety and health. The incumbent also presents decision memos regarding safety/health issues. The incumbent responds to safety related complaints; interprets and applies laws, rules, and policies; is responsible for identification of safety and health program problem areas; and provides advice and guidance to district management for resolution. The incumbent provides consultation and instruction to work related and non-work related injured employees and their supervisors in the management of work related injuries/illnesses. The incumbent is responsible for monitoring, tracking, analyzing, interpreting, evaluating, and presenting district safety and health data. Incumbent prepares or coordinates the production of statistical reports, charts, and graphs and the presentation of such data. The incumbent maintains and/or coordinates the maintenance of the District Safety & Health website.
10%	E	The incumbent develops, facilitates, and/or coordinates safety related training programs, such as workplace violence, reporting injuries/vehicle accidents, new employee orientation, supervisor training, and Safety Awareness Week activities.
10%	E	The incumbent serves as co-Chairperson to the District Accident Prevention Committee and in that capacity coordinates and monitors activities, as well as provides advice and support. The incumbent also serves as the Workplace Violence Coordinator and ensures that all WPV incidents in the District are reported per established procedures and policies. The incumbent develops, facilitates, and/or coordinates safety related training programs, such as workplace violence, reporting injuries/vehicle accidents, new employee orientation, supervisor

		training, and Safety Awareness Week activities.
5%	M	The incumbent may conduct and/or coordinate wellness activities, including Employee Assistance Program (EAP) workshops, health fairs, and other pro-active health related programs as part of the District Wellness Program.

[1]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

While the incumbent does not supervise staff, the incumbent does have the authority to provide functional direction to others engaged in safety related activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have a thorough knowledge of the principles and techniques of leadership, industrial safety, occupational health, accident prevention, conducting field and facility inspections/investigations, and detecting unsafe working conditions. Incumbent must also possess knowledge of Federal, State, and local laws, Labor Code, Worker's Compensation laws; State Compensation Insurance Fund (SCIF) policies; and working knowledge of medical terms and language so that medical work status reports (medical restrictions) can be interpreted and discussed with supervisors; methods and practices used in eliminating safety and health hazards; principles of automotive safety, accident investigation and reporting procedures.

Incumbent must have the ability to plan, organize, conduct, and evaluate situations accurately; adopt an effective course of action; and communicate effectively both orally and in writing. Incumbent must have the ability to serve in a lead capacity and to conduct safety related training. Incumbent must have the ability to present complex ideas, information, and statistical data in narrative format and in graphical representation using Microsoft Office, including Word, Excel, Access and PowerPoint. This position is privy to confidential and sensitive information; therefore, the incumbent must maintain confidentiality and maintain a neutral position when responding to safety-related complaints, injuries, accidents, inspections, reviews, and investigations.

Incumbent must have the ability to analyze and solve complex problems relating to employee safety and health, and develop technically sound alternatives and solutions. These may include developing
new approaches, district policies and/or procedural changes to provide a safe and healthful work environment. This position 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

Incumbent is responsible for ensuring that field and facility inspections are conducted throughout the District, and has the authority to shut down an operation if any hazardous or unsafe work situation/environment exists. Errors in judgement or misrepresentation of laws could result in costly work stoppages, delays in traffic, injuries, fatalities, lawsuits to the Department, and potential civil and criminal charges to supervisors and Caltrans management. Safety violations that are not corrected may result in serious injury or death to contractor employees, state employees, and the motoring public.

Incumbent is responsible for assuring that district accident and injury reports are filed and logged accurately and in a timely manner in order to provide proper support to all departments that utilize the services of the Office of Safety and Health. Poor or delayed processing of reports can result in delayed medical benefits for employees, increased worker's compensation costs, and negatively affects those who depend on the office of Safety and Health for assistance.

PUBLIC AND INTERNAL CONTACTS

The incumbent mayhave 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. The incumbent may also represent the district at various activities relative to the District Safety Program. The incumbent must represent the Department professionally, courteously, sensitively, and confidentially.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The activities of this position require the ability to physically perform safety inspections in open and enclosed areas. It also requires the manual dexterity needed to operate a computer for the preparation of reports and various forms.

The incumbent must also be able to apply the skill of First Aid/CPR in the event of an emergency.

Travel is required for sustained periods of time. Travel may necessitate walking on uneven terrain to inspect work, and/or may necessitate driving on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling to the vehicle's occupant.

Mental: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation. Incumbent must possess a refined sense of tact, diplomacy and confidentiality.

Incumbent must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodations.

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

Outdoor activity includes exposure to moving traffic, loud noise, dust, and weather conditions of extreme heat and/or cold. Incumbent may come in contact with hazardous materials, pesticides, chemicals; i.e. paint, cleaners, solvents, etc. In the event of an emergency, the position may require some night or weekend work. Night work requires ability to work with artificial lighting. Employee will be required to travel throughout metropolitan and remote areas to conduct inspections and meet with district staff.

Normal working hours are between the hours of 7 AM to 5 PM, Monday through Friday.

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)

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SUPERVISOR (Signature)	DATE