

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

|   |  |                              |
|---|--|------------------------------|
| CLASSIFICATION TITLE<br>Safety Specialist, Caltrans | OFFICE/BRANCH/SECTION<br>District 12/Administration/Business Services Branch |                              |
| WORKING TITLE<br>District Safety Officer            | POSITION NUMBER<br>912-015-9807-xxx  | EFFECTIVE DATE<br>12/30/2015 |

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 supervision and direction of the Staff Services Manager I of the Business Services Branch, the District Safety Officer has responsibility for all safety-related work activities and the employees within the district. The District Safety Officer is a single point of contact for issues related to the Department's Injury and Illness Prevention Program (IIPP). A valid California driver's license is required to perform the duties of this position.

**TYPICAL DUTIES:**

| Percentage                              |   | Job Description  |
|---|---|--|
| Essential (E)/Marginal (M) <sup>1</sup> |   |  |
| 35%                                     | E | Develop, recommend and implement district-wide policies, procedures and practices affecting employee safety and health. Identify safety and health program problem areas and provide advice and guidance to district supervisors and executive management for resolution. Prepare and present reports memos regarding safety and health issues. Analyze data on workplace injuries, motor vehicle accidents and workplace violence incidences and make recommendations for improvement. Develop action plan and strategies to meet Caltrans safety goals. Develop, coordinate, and provide training on safety-related programs such as heat stress, workplace violence, reporting injuries/vehicle accidents.. |
| 25%                                     | E | Consult with all levels of District management regarding matters pertaining to the safety, health and return of injured/ill employees; including the Employee Assistance Program. Respond to safety related complaints, interpret and apply laws, rules and policies as directed by the Department's safety program. Provide consultation to employees and their supervisors in the management of work-related injuries/illness, workplace violence incidents and motor vehicle accidents. Monitor, analyze, and present district safety and health data to the State's worker's compensation carrier in compliance with worker's compensation procedures and guidelines.                                      |
| 20%                                     | E | Conduct field inspections and program audit reviews of the District's facilities and field operations 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. Provide supervisors with assistance in understanding the Department's Safety Manual rules and regulations to ensure compliance.  |
| 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 and monitor activities, provide advice and support to the District Accident Prevention Committee and the District Incident Response and Assessment Team. Prepare reports to management regarding outcome of committee or team meetings with recommendations on areas for improvement.  |
| 10%                                     | E | Plan, coordinate and conduct District Wellness Program, including health fairs, wellness activities and other proactive health-related programs. Plan and conduct workshops during the annual Caltrans Safety Awareness Week throughout the district. Coordinate and plan events in conjunction with national highway safety events.   |

<sup>1</sup>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.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (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)

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision over others, but may guide the work of other staff. May also serve as Acting Branch Chief when the Branch Chief is away from the office.

---

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of leadership, industrial safety, occupational health, accident prevention, conducting 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 practices used in eliminating safety and health hazards; principles of 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 suite. 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 safety 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 conducting 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 district 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 increased liability resulting in increased claim payments and negatively effects 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, and fatalities, lawsuits to the Department, potential civil and criminal charges to supervisors and Caltrans management, and increased worker's 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, DGS, Office of Risk Management; private insurance carriers); California Highway Patrol, DMV; 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 Health and Safety 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 service.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Activities require the ability to perform safety inspections in open and enclosed areas, during the day or night. 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. Requires manual dexterity to operate a computer for preparation of reports and various forms. Must be able to travel for sustained periods of time. Must be able to sit and/or stand for long durations and perform tasks utilizing a PC, laptop or smartphone.

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. Must grasp the essentials of new information and master technical and business knowledge.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative and respectful working relations, respond appropriately to difficult situations; recognize emotionally charged

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

issues or problems and perform appropriately for a situation. Must be able to work in sensitive 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.

---

## WORK ENVIRONMENT

This position requires the incumbent to work both indoors and outdoors. While indoor, 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. Employee will work in a climate-controlled office under artificial lighting.

Outdoor activity may include exposure to traffic, loud noise, dust and weather conditions of extreme heat and/or cold. May come in contact with hazardous materials, pesticides, chemicals; i.e. paints, cleaners, solvents etc., while conducting inspections. May work on the side of the roadway, on bridges within highway work zones. Employee will be required to travel throughout District 12 (Orange County) to conduct inspections and to meet with district staff, and will also be required to travel throughout the state to attend meetings.

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