

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I	Office of Health and Safety	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Manager I	702-015-4800-xxx	December 1, 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 direction of the Chief, Office of Health and Safety, a Staff Services Manager II, the incumbent will supervise a staff of safety and analytical professionals overseeing the Department's Injury and Illness Prevention Program including workplace violence and statistical reporting in compliance with Cal/OSHA regulations. Additionally, the incumbent is responsible to develop, update, and maintain Department policies affecting employee Health and Safety, and investigate Workplace Violence complaints that involve complex issues, managers and/or Executive staff.

TYPICAL DUTIES:

Percentages

Essential (E) / Marginal (M)

Job Description

40 % E Supervises, and directs staff in the development and implementation of health and safety policies, practices and accident prevention methods. Ensures the Department Injury and Illness prevention program is up to date and in compliance with all applicable laws and rules, including all recordkeeping requirements.

35% E Responsible for developing, updating and maintaining the Department's Workplace Violence Policy. Analyzes policies, rules, regulations, and proposed legislation to recommend changes to policies and procedures to maintain an effective Director's Policy and Caltrans Workplace Violence Prevention Program. Updates the Caltrans Safety Manual to maintain an effective workplace violence investigative practices.

Oversees the development of and provides training and consultation services on the Caltrans Workplace Violence Prevention Program to managers, supervisors, employees, and Safety staff. Directs staff in the development of updated training for all levels of Caltrans staff, including

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the development of an e-training module.

Performs sensitive workplace violence investigations. Workplace Violence investigations are time sensitive and are to be performed in an expedient and confidential manner.

20% E Oversees the development of reports and data used to track the number of work related injuries and illnesses. Supervises the development of strategies to achieve the Departments goal in reducing the number of work related injuries and illnesses.

5% M Performs the duties of Safety Officer in the Department Operations Center in response to a declared emergency. Strategizes with management on how to accomplish the response objectives while minimizing the exposure of employee to risk. Develops and monitors health and safety standards that result in minimal exposure of employees to hazards, toxins, and infectious diseases. Suggests corrective actions to adopted practices, if needed. Provide liaison services with health agencies and the medical community.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises a professional and technical staff responsible for ensuring the safety and health of Caltrans employees. Provides functional direction to twelve District Safety Officers and Construction Safety Coordinators.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must be familiar with the Department's missions, vision, goals, organizational structure, and major work programs. Must have a strong administrative ability as well as the ability to identify technical safety, health, managerial and administrative problem areas; identify solutions, alternatives, and guide management in the correction of safety and health problems and/or law violations, the prevention of accidents, and the control of human resource and property damage losses.

Must be familiar with the operation and functions of the Department of Industrial Relations, Cal-OSHA Standards Board and Cal-OSHA Advisory Board.

Must have a working knowledge of Title 8, California Code of Regulations, which includes the General Industry, Construction, and Electrical Safety Orders; Cal-OSHA citation processes; inspection and incident investigation procedures;

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Must have the ability to apply this knowledge to Departmental operations; analyze the impact of decisions on the Department as a whole while constantly ensuring the safety and health of all employees; and have above average written and oral communication skills.

Strong analytical skills are required to evaluate various Departmental operations and determine the potential impact on employee safety and health. Must develop alternative procedures for offices and field operations when current procedures pose potential health problems. Must understand and explain (in writing and verbally) the impact of decisions and/or findings by internal and external parties relative to Departmental operations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or inadequacies in recommendations and decisions could result in serious employee health consequences. Failure to identify, take appropriate action, and resolve unsafe conditions during inspections, failure to correctly disseminate accurate information and implement current safety standards or processes may contribute to incidents with potential death or injury as the resultant effect.

Failure to identify hazards can also increase workers' compensation costs and expose the Department to citations, criminal prosecution and civil law suits.

PUBLIC AND INTERNAL CONTACTS

Regular contacts within the Department include program administrators, managers, and supervisors at the Deputy and Program Manager level.

Additional internal contacts include District Safety Officers, statewide and district hazardous spill and hazardous waste coordinators, statewide and district asbestos coordinators, statewide and district construction safety coordinators, Headquarters Maintenance and Construction staff, Translab staff, and Headquarters and District Equipment staff, including the Motorized Equipment Training Academy.

External contacts may include Cal-OSHA Compliance or Consultation employees, Cal-OSHA Standards Board and Appeals Board members; Office of Risk Insurance Management; industrial hygienists, and/or chemists in the private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to develop and maintain cooperative relationships. Incumbent must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

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Incumbent should possess ability to resolve emotionally charged issues, develop, and maintain cooperative working relationships.

Incumbent will be required to use a keyboard and video display terminal.

Incumbent must be able to travel throughout the State to District offices, maintenance stations, construction, and maintenance work zones.

WORK ENVIRONMENT

Typical work setting is in an office environment. Travel of up to 50% is required, and may include field work.

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