

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I	08/Administration/Facilities	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Safety, Health and Wellness Manager	908-032-4800-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Facilities/Business Manager, a Staff Services Manager II, the Staff Services Manager I has full supervisory responsibility for the Health and Safety office. The incumbent will plan, organize, coordinate and direct a staff of journey-level employees in the administration of activities related to the Office of Safety and Health in the completion of projects relative to issues under the responsibility of the Administration Division. Serve as the Administration Division activity coordinator. Provides functional support to Southern Administrative Service Center staff. Receives policy direction from the Deputy District Director, Administration. This position requires a team player attitude, excellent interpersonal and communications skills, attention to detail and project coordination.

45% E SAFETY, HEALTH and WELLNESS PROGRAM

Develop, direct, coordinate and evaluate professional Health and Safety programs for the purpose of preventing occupational injuries and/or illnesses and reducing workers' compensation costs. Provide guidance and direction to District Managers, supervisors and employees on safety and health issues, interpretation and implementation of State law as contained in the Cal-OSHA standard, Labor Code provisions, Uniform Building Code regulations, and other applicable safety and health laws, rules or standards. Organize and direct staff in monitoring and overseeing the implementation and maintenance of the Department's Injury and Illness Prevention Program, policy, procedures and work practices by District management to ensure compliance to program regulations. Advise management on the enforcement and utilization of safe work practices, reviews investigation of accidents conducted by staff and reviews the contributing factors, implement process changes to prevent reoccurrence; enforce safety and health laws and policies to eliminate unsafe practices and working conditions; authorized to order cessation of work if any conditions exist which may present eminent or serious hazard to employees. Conduct and provide guidance and direction to Construction and Maintenance program Safety coordinators in performing Operational, Facilities, and Safety and Health reviews. Direct the development and implementation of a management information system; collect, analyze and disseminate District wide data on injuries and accidents for the purpose of corrective action. Develop and coordinate a viable Safety and Health training program for all employees. Serve as the District Employee Assistance Program Manager and Workplace Violence Prevention Manager.

20% E PERSONNEL/EMPLOYMENT TRANSACTIONS EXAM ADMINISTRATION

Has functional relationship with the Personnel Liaison and Personnel Transactions Liaison who report to the Southern Administrative Service Center. Assist staff in the administration of their duties to district personnel, i.e., procurement of office supplies/equipment, forms and storage space, mail processing. Assist District staff to assist Human Resources in the exam administration process when requested and the completion of special projects. Work with Human Resource staff to provide assistance to program personnel.

20% E As Approving Official for a myriad of commodities and services to unit designated purchasing agents, must have thorough knowledge and expertise with the all forms of procurment and contracts, including the Calcard program, Service Agreements Under \$5,000 and knowledge of

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	processing orders through purchase orders via Advantage/EFIS systems.

15%	M	In the absence of the Facilities Manager, a Staff Services Manager II, provides back-up responsibilities.
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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

Provides first-line supervision to Safety Specialists, Staff Service Analyst, and a Personnel Technician.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices and trends of public and business administration, program management, department's and district's goals and policies. Requires a high degree of expertise in all aspects of programs of responsibility with special emphasis on varied administrative program delegations to assure District compliance. Ability to reason logically and utilize a variety of analytical techniques to resolve complex governmental problems; develop and evaluate alternatives; analyze and present ideas and information effectively both verbally and in writing; must be flexible and negotiate effectively, gain and maintain confidence and cooperation of those contacted during the course of business operations. Establish and maintain program priorities, develop and effectively utilize all available resources. Must have detailed knowledge of all Federal, State and local laws, rules and regulations and procedures applicable to programs of responsibility. Must be able to represent the District effectively with local regulatory agencies; have sufficient professional expertise in safety to be able to immediately recognize safety violations; maintain an awareness of program developments, changes to laws regulating programs of responsibility to assure District compliance. Maintain an understanding of Safety engineering principles, terminology and concepts; have the ability to administer training programs to all levels of management, develop and evaluate program standards and policies. Ability to convince management and employees their understanding and adherence to Safety and Health programs as their responsibility and critical to the organization. The ability to communicate with all levels of personnel, the public and regulatory agency personnel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The work of the position is reviewed infrequently; therefore, the incumbent bears responsibility for functioning as a recognized authority in areas of extreme sensitivity. Has on-going coordinating responsibilities over other staff resulting in decisions and commitments made for the District, Department and State of California. Must be able to make critical decisions for the District and Department that will reflect positively on Caltrans; ability to work independently and cultivate a team environment; direct staff and delegate work; establish good working relationships with District and Department staff who are key to the success of the office. Decisions must be consistent with State policy, programs and regulations. Errors in decisions could cost loss of life, loss of employees' time and/or money, violate laws, result in lawsuits, assessment of penalties, compromise the district's position in legal claims, damage the credibility of the district with the public, local government officials.

Ensures compliance of various administrative requirements; responsible for taking independent action and must exercise initiative in carrying-out assigned duties. Erroneous information provided to Department employees and the public could result in monetary loss to the state; failure to properly resolve issues, interpret and apply policy could result in non-compliance to various administrative rules and policies. Inappropriate decisions and errors could greatly inconvenience employees and the public, adversely affect employee safety, Caltrans' public image or could result in grievances and/or legal action against the state.

PUBLIC AND INTERNAL CONTACTS

Independently confers with all levels of personnel within the department, external agencies and the public. Must maintain contact and liaison with regulatory agencies, other departments and government officials. Internal contacts are extensive, and initiated by the incumbent for the purpose of information dissemination, issue resolution, directing staff to assure project completion. Coordinates staff in completing work to assure compliance to various administrative program

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requirements. Interacts with management to advise and communicate administrative program changes, represents the department at meetings, court hearings and special events.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Will be required to sit for long periods of time using a keyboard and video display terminal, and to travel for meetings locally and out of town.

Mental: Will be required to engage in sustained mental activity to produce reports, problems solving, analysis and reasoning; must have the ability to multi-task, adapt to change in priorities, and complete tasks or projects with short notice; must be responsible and reliable.

Emotional: Employee will be required to develop and maintain cooperative relationships with staff at all levels; respond appropriately and tactfully to difficult situations with emotionally charged individuals, issues or problems. Must be able to maintain confidentiality and exhibit calm, professional demeanor when interacting with others and especially when interacting with difficult, angry, or upset customers. It is expected and required that the incumbent will model his/her work behavior to comply with policies of the Department.

WORK ENVIRONMENT

While at the base of operations, employee will work in a climate-controlled environment with natural and artificial lighting. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will work in a semi-private office, cubicle setting

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