STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager II	Safety and Management Services/Health and Safety	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Office of Health and Safety	702-015-4801-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 the general direction of the Assistant Division Chief, Division of Safety and Management Services, a Staff Services Manager III, the incumbent supervises plans, organizes, and directs proactive and effective Departmental safety, health programs to insure that the Department meets its obligation both morally and legally to provide a safe and healthful work place for the Department's approximately 20,000 employees.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Supervises, organizes, and directs the Department's Injury and Illness Prevention Program through subordinate staff in the development of health and safety practices covering the full range of loss control and accident prevention methods including updates to the Caltrans Safety Manual, health and safety training, safety compliance reviews, application of Labor Code, California Administrative Codes, Government Codes and Cal/OSHA regulations. 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. Supervises staff responsible for laboratory safety inspections, compliance, and reviews. Meets with District managers and lab supervisors to discuss recommendations and action items to ensure compliance with state regulations.
20%	E	Provide guidance to District Safety Officers, Construction Safety Coordinators, Maintenance Safety Officers, managers and supervisors, and functional program safety liaison personnel regarding the Departments' Injury and Illness Prevention Program.
15%	E	Responsible for the Department Accident Review Team (DART) investigation and review of serious and fatal injuries/illnesses to Caltrans employees. Ensures that investigations are completed in a confidential and timely manner to determine the root cause of the incident and propose updates to current policies or practices. Chairs the Statewide Laboratory Safety Committee with the responsibility for the development and on-going improvement of Caltrans safety polices for materials testing labs.
15%	E	Charis the Department Health and Safety Advisor Committee regarding interpretation and implementation of Cal-OSHA regulations, Labor Code provisions, Uniform Building Code regulations, and other applicable health and safety laws, rules, and standards for the purpose of adopting program policies and procedures to prevent occupational injuries/illnesses and fatalities.

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10%	E	Responsible to oversee the Office of Health and Safety budget and ensure all expenditures are in line with legal requirements. Responsible to monitor all contracts and expenses for vendor provided training and expenses. Responsible for developing and implementing Division specific strategic plans in support of Caltrans Strategic Objectives related to safety as defined in Caltrans' Mission, Vision, and Goals.

[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

Manages the Office of Health and Safety. Directly supervises one Staff Services Manager I, two Associate Safety Engineers, and two Senior Safety Specialists.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Department's Mission, Vision, Goals, and Values, and laws, rules, and policies of the State of California. Must have the ability to provide a vision for the development of courses that address identified risks and opportunities within the Department. Must have broad administrative abilities to identify issues or conflicts in policy or direction to the Department, internally or externally, and develop a means of resolution.

Must be familiar with the Department's missions, 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, provisions of the Labor Code, California Administrative Code, and the Government Code.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position's sphere of influence affects a statewide staff of approximately 20,000 employees. Assures the Division's objectives are aligned to the Department's Mission, Vision, Goals, and Values and assures compliance with State and Federal regulations.

Inappropriate management of Caltrans safety and health programs could result in: injury and/or death to the Departments' employees, as well as the traveling public; the shutdown of segments of the highway system by the Department of Industrial Relations, Division of Occupational Safety and Health and thereby severely impede the Department's ability to provide needed public transportation services; significant dollar and human resource losses as the result of increased workers' compensation costs and property damage losses.

In the cases where our programs are mandated by safety law, noncompliance could result in criminal and/or civil charges being levied against the Director, the Deputies, and other mid-level managers down through the first-line supervisor; as well as labor unrest and other employee problems and in general overall ineffectiveness in accomplishing our programs.

PUBLIC AND INTERNAL CONTACTS

Confers and negotiates with Department and District managers and supervisors, Department of Industrial Relations, Division of Occupational Safety and Health, Cal-OSHA Standards Board and Cal-OSHA Advisory Board, attorneys in Caltrans and the public and private sector, the Department of General Services, and the Office of Risk and Insurance Management.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Creates and sustains an organizational culture that encourages others to provide the quality of service essential for high performance. Must consider and respond appropriately to the needs, feelings, and capabilities of a diverse workforce in various situations. Must be able to meet all deadlines, be creative and maintain a positive attitude. Formulates effective strategies consistent with business practices. Develops new insights and applies innovative solutions to make organizational improvements. Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Must be able to develop and maintain cooperative working relationships. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Typical work setting is in an office environment. Occasional travel 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