

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|--|---|----------------|
| Staff Services Manager II (Supervisory) | District 4/Administration/Office of Health, Safety & Training | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Chief, Office of Health, Safety & Training | 904-082-4801- XXX | September 2014 |

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 Deputy District Director, Administration, a CEA A, the incumbent is responsible for planning, organizing and coordination of the District 4's Health, Safety and Training program to ensure that the District 4 meets its obligation both morally and legally to provide a safe and healthful work place for District 4 employees. Involves extensive travel throughout the District and to Headquarters offices.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

40% (E) Plans, evaluates and directs the District's Injury & Illness Prevention Program (District Safety Office) which must meet or exceed State requirements. Provides a broad range of consultative and analytical services to top level management and District managers & supervisors in the areas of employee safety, injury prevention, return to work, reasonable accommodation, employee assistance, incident response assessment, workplace violence, health management and wellness programs for the District to prevent occupational injuries/illness and fatalities. Serves as District wide Employee Assistance Program Coordinator. Supervises subordinate staff in the development and implementation of complex health and safety programs, this includes Code of Safe Practices for appropriate work procedures, safety and health training compliance reviews, application of Labor Code, California Administrative Codes, Government Codes and Worker's Compensation Laws.

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. Maintain/update workplace violence database and must maintain confidentiality with all sensitive matters.

30% (E) Responsible for overall operations and evaluation of the district wide Training Program which includes the Capital Project Skills Development Discretionary Training Program. Provides consultative services to top management in the area of training options, and is responsible for the District's learning and development programs, polices, and procedures used to continuously enhance job performance for employees.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- 15% (E) Serves as member of the Emergency Response Center Team. Director/Member of the District Accident Prevention Committee. Coordinates the District Incident Response Assessment Team.
- 10% (M) Provides guidance on departmental nominations to receive the Governor's Employee Safety Awards. Manages the development and implementation of rotation programs for various classifications throughout the District.
- 5% (M) Oversees the operation of the Department's Training Center, including maintenance and accessibility of training rooms and equipment; maintains a video training library.

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

The incumbent supervises a professional and technical staff responsible for ensuring the safety & health of District 4 employees. The SSM II is currently responsible for operations of two Branches with a total staff of 12.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the General Industry Safety Orders, the California Occupational Safety and Health Act, Workers' Compensation or Industrial Disability Leave Benefits, the State Personnel Board, Department and District policies and be able to interpret and apply them. In the area of training needs assessments, the incumbent is required to consult and guide managers and supervisors to assist in meeting their operational needs.

Must be familiar with the Department's mission, vision and goals and be able to apply the programs needed to accomplish them. Must have the ability to reason logically and use analytical skills to solve difficult problems. Must be able to express ideas and present information clearly and logically, both orally and in writing to departmental management, supervisors and employees.

Must be familiar with the operation and functions of the Department of Industrial Relations, Cal-OSHA Standards Board and Cal-OSHA Advisory Board, Workers' Compensation Appeals Board, Rehabilitation Board, the State Compensation Insurance Fund, provisions of the Labor Code, California Administrative Code, and the Government Code.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent with minimum supervision or review, makes decisions, personally performs and/or provides advice and direction on varied and more difficult health, safety and training problems and projects. The issues are often of a sensitive and confidential nature, which have department wide impact. This includes most decisions of an extremely sensitive nature, which may have considerable impact on an employee(s), the District/Department and/or its policies.

On occasion, depending on the breadth and depth of the potential impact of a decision, the incumbent may be required to seek the prior advice and consent of the district executive management. In a district as large as District 4, the volume and variety of activities, transactions and problems is quite extensive. A serious error could result in an employee relations grievance, possible violation by others of safety standards, the district not meeting its program objectives, or extensive legal/monetary liability. The incumbent must have a good working knowledge of appropriate reference materials, which deal with standards for health, safety and training activities. Violations of health and safety regulations can result in citations by Cal OSHA, criminal liability for a specific manager, or tort liability for the department.

PUBLIC AND INTERNAL CONTACTS

Independently confers with and advises all levels of management, supervision and employees within the district and department. Coordinates with management and staff of Corporate Offices of Training (Workforce Development), Safety & Health and with the Engineering Services Center.

In the role of the District Safety Officer, must deal with representatives of supporting state agencies, such as the office of Risk & Insurance Management, State Compensation Insurance Fund, Department of Industrial Relations (Cal OSHA), representatives of the Fire Marshall's Office, as well as with medical practitioners and health care professionals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. May also be required to move large or cumbersome boxes of materials used for presentations.

The incumbent will be required to deal with a high volume of paperwork and will need to handle a number of multitasking assignments and deadlines to complete the requirements of the job efficiently and effectively. The incumbent will also be required to prioritize work assignments while under pressure. The incumbent will also be required to handle highly sensitive situations dealing with employee injuries and/or fatalities including coworkers and family members. Will also be interactive with all district wide supervisors and in regards to highly confidential materials.

The incumbent is expected to: develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

The incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

Employee will work in a temperature-controlled office environment under artificial lighting. This position requires an extensive amount of travel throughout the district (nine Bay Area counties) and to Headquarters' offices. There will be occasions when the incumbent will work irregular hours due to the diversity of activities and need to meet with employees and/or supervisors at the beginning or end of a workday.

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
