

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**
**POSITION DUTY STATEMENT**
 PROPOSED

 CURRENT

<b>CDCR INSTITUTION OR HEADQUARTERS PROGRAM</b> <b>Office of Employee Health Management</b>		<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b> <b>065-545-3929-XXX</b>			<b>MCR / HCR</b> <b>1</b>
<b>DIVISION / UNIT</b>  <b>Health and Safety Unit</b>		<b>CLASSIFICATION TITLE</b> <b>Associate Safety Engineer</b>			
		<b>WORKING TITLE</b> <b>Associate Safety Engineer</b>			
		<b>TIME BASE / TENURE</b> <b>P/FT</b>	<b>CBID</b> <b>R09</b>	<b>WWG</b> <b>2</b>	<b>COI</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>LOCATION</b> <b>9838 Old Placerville Road, Sacramento, CA, 95827</b>		<b>INCUMBENT</b>		<b>EFFECTIVE DATE</b>	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
<b>DIVISION OVERVIEW</b>					
<p><b>BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS</b></p> <p>The Health and Safety Unit addresses communicable diseases Statewide, develops and distributes educational material on injury and illness prevention and is the key Department contact with California Correctional Health Care Services on all occupational and public health issues that cross Departmental or inmate/staff lines. Additionally, the Health and Safety Unit is a one stop shop for all Health and Safety issues for Headquarters to ensure compliance with the California Code of Regulations, Title 8 Cal/OSHA program regulations.</p>					
<b>GENERAL STATEMENT</b>					
<p><b>BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b></p> <p>Under general direction of the Associate Director, Office of Employee Health Management the Associate Safety Engineer plans, conducts, and evaluates a comprehensive health and safety program to promote a safe working environment; implements, conducts, and evaluates health and safety related training programs; is responsible for risk assessment of safety issues as they relate to and impact the Department; and evaluates internal physical systems. The incumbent also serves as the Departments coordinator for the following programs: Ergonomics and Workplace Violence Prevention</p>					
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>				
40%	<p>Monitor and maintain the Injury and Illness Prevention Program (IIPP) on a statewide basis, ensuring employees comply with safe and healthy work practices. Conduct investigations on a statewide basis, into the cause of industrial injuries/illnesses and near misses; evaluate workers' compensation reports; monitor and recommends corrective action for unsafe practices or conditions; takes immediate action to correct seriously unsafe conditions; conduct follow-up reviews as necessary. Keep Return to Work Coordinator informed and updated on any necessary industrial injury/illness incident being evaluated; submit recommendations to management for the prevention of future incidents. Attend/participate/lead scheduled training and staff meetings and provide assistance to District safety coordinators on a statewide basis and coordinate and lead Headquarters safety committee; advise management on state, federal and environmental health and safety regulations and standards. Coordinate responses and compliance plans due to Cal/OSHA investigations. This position will work closely with the Labor Relations COVID Coordinator to ensure all CalHR, Cal/OSHA, and Departmental requirements are being met.</p>				

25%	Develop and/or revise departmental policies, procedures, programs, and Department wide guidelines related to health and safety. Develop, implement and coordinate efforts for programs including, but not limited to: COVID, Workplace Violence; Bloodborne Pathogens; Respirator Program; Ergonomics; Material Safety Data Sheets; Hazardous Communication; Exposure Control Plan; Sharps Program and other safety related programs. Perform ergonomic workstation evaluations for Headquarters' and make recommendations for adjustments and/or improvements to reduce employee injuries or meet employee medical needs. Conduct timely follow-up to ensure recommendations are implemented and meet employee needs.
20%	Collect and analyze departmental health and safety data on a statewide basis, compile and analyze increases and/or trends regarding industrial injuries/illnesses and cost data. Prepare technical reports as needed and use data to recommend measures to increase the effectiveness of the departmental health and safety program. Plan, organize, develop and conduct health and safety training for managers, supervisors and staff and evaluate effectiveness of safety training efforts. Review new and existing Federal standards, regulations and directives for comparison with state standards. Coordinate the Department's Workplace Violence Prevention program. Review Workplace Violence complaints and perform investigations and report findings to management.
10%	Conduct periodic inspections of the department's facilities to identify unsafe conditions and/or work practices, or hazards within the workplace. Evaluate findings and provide written recommendations to management regarding corrective action to be taken to eliminate the unsafe or hazardous condition and/or work practice. Fulfils all state and federal reporting requirements. Monitor and review all Department Cal/OSHA logs to ensure compliance. Coordinate with outside agencies, (i.e., Cal-OSHA, CalHR, State Compensation Insurance Fund) regarding safety related issues. Maintain communication between Risk Management Branch and other Administrative Units, Districts and facilities within the Department. Assist the Wellness Coordinator with wellness and EAP duties.
5%	Performs other job-related duties as necessary for operational continuity.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.
- Occasional travel required to department work locations as necessary.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:****EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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