

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Safety Specialist, Caltrans	OFFICE/BRANCH/SECTION 06/Administration/Employee Safety and Health	
WORKING TITLE District Safety Officer	POSITION NUMBER 906-001-9807-006	REVISION DATE 09/11/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Safety (Staff Services Manager I) the incumbent will provide technical guidance to Departmental Management regarding current Safety and Health regulations. Incumbent will research issues and develops technically sound alternatives, which may include organization changes. The incumbent will work closely with the Headquarters Office of Safety and Health Services.

CORE COMPETENCIES:

As a Safety Specialist, Caltrans, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First, Cultivate Excellence - Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Equity)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence - Innovation, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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35%	E	The incumbent will oversee the implementation and maintenance of the Caltrans' Injury and Illness Prevention Program. Investigate employee accidents, injuries, illnesses, motor vehicle accidents, heavy equipment accidents, their causes and effects. Research prevention possibilities of such accidents; report results and make corrective recommendations to management. Incumbent will review traffic control procedures, conduct and record District facility(s) safety inspections in cooperation with local Supervisors and employees, report deficiencies and provide instructions/information regarding how deficiencies will be corrected. Maintain the District Safety Information database; prepare related reports and maintain on-going consultation with Supervisors and Managers in the area of employee safety. Make recommendations to District Supervisors regarding appropriate vehicle accident classifications. Serve on the District Accident Prevention Committee. Provide preventative programs that protect management from the consequence of liability that could occur because of industrial accidents and or exposure. Assist Headquarters with the process of employee Workers' Compensation claims; gather pertinent data, analyze injuries and contributing factors and review the recommendations of corrective actions needed to minimize repeat injuries. Read and interpret medical reports for appropriate placement of employees upon return to work. Acts as liaison between Service Centers, District, State Compensation Insurance Fund, State Personnel Board, and other control agencies.
20%	E	Provide training to District employees on subjects pertaining to safety and safety related matters. Attend Area Safety Meetings and Tailgate Safety Meetings to conduct safety related training, and ensure consistent understanding of employee responsibilities in accordance with existing policies, procedures, laws, rules, and regulations governing safety in the workplace. Promote compliance with safety regulations through employee motivation, training methods and techniques.
20%	E	Research applicable safety and health laws and authorities. Provide guidance and direction to District Management, Supervisors and employees on interpretation of Safety, Health laws, rules, regulations and Departmental policies and procedures. Enforce proper procedures for traffic control, enforce the legal requirements established by Cal-OSHA/OSHA for employee protection against job-related accidents.
15%	E	Investigate and document alleged incidents of Workplace Violence. Prepare reports for Management; provide Workplace Violence training for Managers, Supervisors and employees. Respond to reports of injured employees and employee involved vehicle accidents. Perform field reviews. Assist the Office of Risk and Insurance Management in the process of motor vehicle accidents and insurance claims. Assist the District Equipment Service Center in collecting pertinent information relating to vehicle loss reimbursement.
10%	M	Maintain the District Safety Information database; create reports relating to Safety and Health statistics. Compare current statistics with historical data and issue reports to management. Coordinate the District Teleworker Program.

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

Supervision is not required for this position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of laws regulating commercial vehicles as they pertain to the California Vehicle Code.
- The ability to make accurate notes diagrams and take photographs of incidents during the investigation to be used later.
- The ability to establish and maintain friendly and cooperative relations with other Departments. To communicate orally and in writing in an effective professional manner.
- Willingness to travel day or night, seven days a week, all seasons to the sight of the incident.
- The ability to make recommendations in a comprehensive fact finding written report.
- Knowledge of essential safety procedures when working in and near vehicular accidents.
- Knowledge and ability to understand others, communicate and deal effectively with difficult people to resolve problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Although health and safety guidelines are provided by government regulations and department policy, incorrect interpretations, spot decisions and error in judgment could impact management. Failure to make complete and accurate investigative reports or to make an error in judgment could result in judgments against the department.

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PUBLIC AND INTERNAL CONTACTS

Works closely with and has daily contact with all levels of District staff, Headquarters, ORIM, SCIF, Public and Private Agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Willingness to travel day or night, seven days a week, in all seasons. Must be able to develop and maintain cooperative working relationships. Must deal effectively with pressure and maintain focus. May have to work in highly intense situations. Adjust rapidly to new situations warranting immediate attention and resolution. Able to lift 40 lbs., load and unload equipment and materials, walk on uneven surfaces as well as various terrain.

WORK ENVIRONMENT

Employee will be required to drive, work outside and travel. Will be exposed to dirt, noise, uneven surfaces, extreme heat or cold, rain, and vehicular traffic. Employee is considered to be "on call" and may have to work non-standard work hours. Employee will work in a climate-controlled office under artificial lighting and use a computer, part of the time.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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