

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Safety Specialist, Caltrans	OFFICE/BRANCH/SECTION D2/Administration/Health & Safety	
WORKING TITLE Safety Specialist	POSITION NUMBER 902-001-9807-	REVISION DATE

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 general direction of the District 2 Health and Safety Chief, a Staff Services Manager I, the District Safety Specialist is responsible for performing a variety of health and safety related duties including but not limited to: conducting safety inspections and reviews of Caltrans facilities and operations; providing management with reports of safety requirements and deficiencies; developing and implementing a District Safety Program for prevention of employee injuries and accidents; providing safety related training, including Workplace Violence Prevention training; providing recommendations and guidance to staff regarding health and safety and ensuring compliance with California Code of Regulations, Title 8 Safety Orders, and other departmental policies and procedures related to the Health and Safety Program. Travel will be required.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

**ADA Notice**

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40%	E	Develop and recommend district-wide policies, procedures, and practices affecting employee safety and health. Conduct safety inspections, identify safety and health program problem areas and provide advice and guidance to District management for resolution. Perform health and safety reviews and facility inspections throughout District 2. Provide assurance of enforcement of safety and health laws and departmental policies which includes authority to order cessation of work when any activity or work place presents an imminent hazard to employee health and safety. Document and follow-up on safety violation to insure corrections are implemented.
25%	E	Document, research and provide recommendations for safety related suggestions. Identify trends from accident records, safety reviews and inspections and develop recommendations for addressing these trends. Review and investigate vehicle and personal injury accidents. Review 270, Vehicle Accident Report and enter into SIMS database. Review and monitors safety meeting reports and makes recommendations of action to Staff Services Manager I. Generate report in writing to management all accident prevention opportunities and safety deficiencies discovered with recommendations for appropriate corrective actions. Attend maintenance and office safety meetings.
20%	E	Prepares and analyzes accident and injury data reports on a quarterly, semi-annual and annual basis. Analyze data and prepare reports to evaluate trends, equipment issues, or training needs, etc. Provide data to management and supervisors with recommendations for safety program improvement utilizing a variety of sources including budget sources, database programs and 270 reports. Inputs 270 accident documents into statewide database program.
10%	E	Provide various trainings including Workplace Violence Prevention, Bloodborne Pathogens, and other training as needed. Coordinate with the other District Safety Specialists in administering the District's Incident Prevention Committee (DIPC).
5%	M	Assist and coordinate ergonomic assessments for District employees. Provide feedback to the District Workers Compensation Coordinator. Other duties as assigned.

<sup>1</sup>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**

None, may act as lead.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of principles, practices, and methods of construction, maintenance, laboratory, equipment, and office functions as they relate to safety and health. Knowledge of laws, rules, practices, and policies associated with various departmental disciplines; methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing. Knowledge of the Department's Employee Assistance Program (EAP) and employee wellness program; and procedures relative to handling of safety grievances and worker's compensation issues. Must possess knowledge of rules of evidence and legal rights, knowledge of public or business administration; knowledge of Caltrans operation and equipment; state and federal safety laws; Caltrans safety policies and procedures and safety sections of departmental manuals. Must have effective meeting skills, knowledge of budgeting and cost control. Ability to conduct safety inspections and accident investigations; detect occupational safety, health hazards and unsafe working conditions and practices. Ability to interpret and apply laws, rules, policies, and practices; develop and maintain effective working relationships. Ability to analyze situations accurately and take effective action; communicate effectively; write effectively and prepare technical reports and correspondence; prepare and deliver presentations to small and large groups, both internal and public. Ability to enforce laws, rules and regulations with tact and maintain cooperative relations. Ability to provide guidance and counsel regarding work methods and procedures.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

shut down an operation (Maintenance, Construction, etc.) if a hazardous or unsafe work environment exists. The incumbent is responsible for recommendations to the Division Chief regarding district-wide safety issues. Errors in judgment could adversely affect the lives of district employees, the public, and contractors. Safety violations that are not corrected may result in serious injury or death to contractor employees, state employees, traveling public and lead to liability claims against the state.

**PUBLIC AND INTERNAL CONTACTS**

Daily contact with all levels of district staff, union representatives, the public, the press, and maintains contact with headquarters safety. Telephone or personal contact with construction and maintenance offices and other state agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Other physical activities will include standing, walking on uneven ground, bending at the neck and waist, stooping, squatting, climbing, kneeling, twisting at the neck and waist.

Other activities may be reaching above or at the shoulder, pushing or pulling, simple grasping or fine manipulation. Employee will also be required to travel. Organizational skills are a requirement. The employee must be self-motivated and be able multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships. Must consider and respond appropriately to the needs, feeling, and capabilities of different people in various situations. The employee must be able to maintain a high level of confidentiality.

Must possess a willingness to work unusual hours, ability to install new and revised methods and procedures to work independently with minimal supervision and willingness to accept increasing administrative responsibility. Employee must have emotional stability, keenness of observation and a good memory.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Incumbent is required to travel and work outdoors and will be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE