

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Health & Safety / Administration	
WORKING TITLE Safety Specialist Analyst	POSITION NUMBER 905-001-5393-XXX	REVISION DATE 03/20/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the Staff Services Manager I of the Office of Health & Safety Branch, the incumbent serves as the District Safety Specialist and is responsible to research and address safety related issues and provide recommendations and reports to the management. The incumbent reviews accident investigations, monitors crew compliance, and conducts field operational reviews. The incumbent is responsible to complete and monitor annual facility inspections and reports using applicable checklists and regulations. The incumbent is responsible for all safety-related investigations, reports and work activities affecting the employees within the district. May be asked to perform additional duties as necessary, based on operational need. This is a highly confidential position, and the incumbent must adhere to HIPPA and confidentiality policies. The incumbent is the single point of contact for safety guidance related to the Department's Injury and Illness Prevention Program (IIPP). Possession of a valid driver's license is required when operating a State owned or leased vehicle.

CORE COMPETENCIES:

As an Associate Governmental Program Analyst, 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 - People First)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - People First)
- **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. (Safety, Employee Excellence - Equity, People First)
- **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 - People First, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Equity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Collaboration, People First)
- **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, Employee Excellence - Collaboration, People First)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Employee Excellence - People First, 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, Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Consults regularly with all levels of District Management regarding matters pertaining to the health and safety of employees. Develops, recommends, and implements district-wide policies, procedures, and practices affecting employee safety and health based upon applicable Safety Manuals. Identifies safety and health program areas requiring improvement on a continual basis and provides advice and guidance to district management for resolution. Implements the Caltrans IIPP, policies, procedures through training and guidance. Responds promptly to safety related complaints. Provides consultation and instruction to work-related and non-work-related injured employees and their supervisors in the management of work-related injuries/illness using applicable regulations, policies, and procedures. Attends tail gate safety meetings, manager/supervisor meetings and monthly incident review and prevention meetings to monitor safety training and provide guidance as needed. The incumbent is responsible to receive, review, and sign accident/incident reports. Processes reports through Office of Risk and Insurance Management (ORIM) as needed. Logs and tracks accident/incident data in the Statewide Safety Information Management System (SIMS); maintains district safety data in accordance with departmental standards and provides SIMS reports for district review. Analyzes, interprets, evaluates, and presents district safety and health data in written reports and oral presentations. Provides recommendations for preventative measures based on incident reviews.
25%	E	Conducts annual field facility inspections and annual district facility inspections. Conduct regular field safety operational reviews throughout the district using established checklists and provides management with reports of safety requirements and deficiencies. Makes recommendations of how best to bring facility or operations into compliance based upon applicable manuals and regulations. Visits Maintenance facilities to assess safety compliance and ensure that appropriate policies and programs are being carried out by supervisors and management, assuring compliance with applicable safety requirements including Federal, State, and local laws and regulations.
15%	E	Serves as the subject matter expert (SME) on Cal-OSHA regulations, Caltrans Safety policies and procedures and safe work practices, and provides guidance and direction to district personnel. Maintains regular communication with District Safety Manager to share information and issue guidance. Ensures that safety training mandated by applicable regulations is completed, such as Chapter 7/8 Protection of Workers, Heat Illness, Fall Protection, Respiratory Training and Confined Space training. Ensures that all employees have the appropriate Personnel Protective Equipment (PPE) pertaining to each specific job/task, and coordinates with applicable management to make up any deficiencies.
10%	E	When incidents or inspections result in Cal-OSHA citation, the incumbent will collaborate with District Safety Manager to document, report and resolve identified deficiencies. The incumbent will monitor, track, analyze, interpret, evaluate, and present the district health and safety data during periodic training sessions and prescribes reports. The incumbent provides consultation, advice, and guidance as needed to district management for resolution of health and safety related matters using applicable regulations.
5%	E	Serves in the District 5 Emergency Response team to prepare and maintain building evacuation plans and educate employees on evacuation procedures. Helps to develop and maintain an Emergency Action Plan for district office and administration leased office spaces. Works with facilities staff to create floor plans, seating charts and emergency evacuation routes at each work location. Under general guidance maintains Automated External Defibrillators (AED) machines at all locations, replaces batteries and upgrades equipment as necessary, and inspects monthly.
5%	M	Develops and recommends new strategies and methodologies, or modifications to existing programs or practices, that will enhance awareness of and promote participation in the IIPP by district employees. Provide support to the field employees. Updates the accident/incident log as needed.

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

No supervision. May serve as Acting in the absence of the Branch Chief.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of leadership, industrial safety, occupational health, accident prevention, conduct inspections/investigations, and detecting unsafe working conditions; Federal, State, and local laws, Labor Code, Worker's Compensation Laws; State Compensation Insurance Fund (SCIF) policies; working knowledge of medical terms and language so that medical restriction reports can be interpreted and discussed with supervisors; methods and practices used in eliminating safety and health hazards; principals and automotive safety, accident investigation and reporting procedures.

Ability to plan, organize, conduct, and evaluate situations accurately and adopt an effective course of action; communicate effectively both orally and in writing. Act in a lead capacity; conduct safety training. Present complex ideas, information, and statistical data in narrative format and in graphical representation using the MS Office, including Word, Excel and Power-point. Position is privy to confidential information and must maintain a neutral position in safety-related complaints, injuries, accidents, inspections, reviews, and investigations.

Analyze and solve complex problems relating to employee safety and health. Develop technically sound alternatives and solutions, which may include developing new approaches, district policy and procedural changes. Develop positive solutions and take effective action to provide a safe and healthful work environment. Requires considerable analysis, interpretation and application of Cal-OSHA requirements, safety orders, directives, safety data, job-related accidents for cause, effect and prevention, and unsafe practices leading to non-compliance with safety regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for facility inspections throughout the district. Has the authority to shut down an operation if a hazardous or unsafe work environment exists. Provides advice and assistance on various safety and health-related issues to all levels of staff. Ensures that accident and injury reports are filed by the appropriate manager and logged accurately and in a timely manner. Poor or delayed processing of reports can result in delayed medical benefits for employees and improper defense for claims exposing the Department and the State to increased liability resulting in claim payments and negatively affects those who depend on the Safety and Health Office for assistance.

Errors in judgment or misrepresentation of laws could result in costly work stoppages, traffic delays to the traveling public, injuries, fatalities, lawsuits, to the Department, potential civil and criminal charges to supervisors and Caltrans management, and increased workers' compensation costs. Safety violations that are not corrected may result in serious injury or death to contractor employees, state employees, and the motoring public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have daily contact with employees, employee family members, union representatives, supervisors, headquarters safety staff, all levels of management, Cal-OSHA enforcement and compliance officers; insurance carriers (SCIF, Department of General Services, Office of Risk Management; private insurance carriers); California Highway Patrol; Department of Motor Vehicles; Department of Health Services; various Federal, State, City, and County entities; attorneys, various medical practitioners and health specialists. Represent the district at various activities relative to the District Safety Program.

Confers with employees, employee family members, supervisors, and all levels of management: Cal-OSHA enforcement and compliance officers; insurance carriers (State Compensation Insurance Fund, Department of General Services, Office of Risk Insurance & Management, and private insurance carriers). California Highway Patrol, Department of Motor Vehicles, Department of Health Services, various Federal, State, City, County entities, Attorneys, various medical practitioners and health specialists. May represent Caltrans in court for claims field against the District (motor vehicle and /or personal injury).

The Office of Health & Safety is a service-oriented provider. Telephone answering must be handled professionally and with courtesy. Often employees and the public are concerned about matters related to their personal health, vehicle accident claims, and other matters when they consult with the District Safety Specialist. District customers must be handled with sensitivity and accommodation because their impressions are a measure of our ability to provide professional-grade quality services.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to bend, stoop, and kneel whether working in the office or field environments. Also must have the ability to climb ladders, work above ground, or walk on uneven surfaces. Must be able to sit and/or stand for long durations and perform tasks utilizing a PC. Must be able to operate motorized vehicles.

Mental: Must grasp the essentials of new information and master technical and business knowledge. Must be able to develop new insights into situations, formulate appropriate strategies and take effective actions to ensure a safe and healthy work

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environment.

Emotional: Must be able to work in sensitive, emotionally charged and confidential situations. Must maintain tact, composure and diplomacy at all times. Able to display ethical behavior at all times to clients, co-workers, support staff, and supervisors. It is important that the employee be able to work with others in a cooperative respectable manner.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. Will also be required to travel to field office locations and work-sites throughout the district a minimum of two days per week to conduct meetings, safety inspections, training, and accident investigations. Occasional overtime, night work, and overnight travel may be required.

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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