☐ CURRENT
☑ PROPOSED

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Associate Safety Engineer		Associate Safety Engineer	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
DOSH - Enforcement-LETF		Santa Ana	
COLLECTIVE BARGAINING IDENTIFIER		WORK WEEK GROUP	CONFLICT OF INTEREST CLASSIFICATION?
R09		2	☑ YES ☐ NO
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	POSITION NUMBER (*Agency-Unit-Class-Serial*)	
☐ YES ☑ NO	☐ YES ☐ NO	400-483-3929-225	

GENERAL STATEMENT

Under the direction of the District Manager with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Enforcement Branch, the Associate Safety Engineer is responsible for performing independently the full range of professional journey level safety engineering work in construction, electrical, and industrial functions related to the CAL/OSHA program. The Associate Safety Engineer conducts, including the most difficult, safety inspections, accident investigations, consultations, and journey level assignments, related to construction, electrical, and industrial occupational safety and health, throughout the State. Associate Safety Engineers are to perform all work in accordance with DIR-DOSH policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums.

Candidate must be able to perform the following essential functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
%	**ESSENTIAL JOB FUNCTIONS**
45%	Perform field safety inspections (e.g. complaint, accident, referral, follow-up, and programmed inspections) including the most difficult, in factories, businesses, construction sites, and other workplaces throughout the State, inspecting machine and equipment operations, environmental conditions, work practices and processes, protective devices and equipment and safety procedures, for compliance with the California Code of Regulations (CCR) Title 8 Safety Laws and Health and Safety Codes; conduct accident inspections, including the most difficult and serious, and determine their cause and the means of preventing their recurrence; responds timely to complaints and accidents; interpret and apply State's Safety Orders applicable to provisions of the California Labor Code, California Code of Regulations (CCR) Title 8 Safety Laws, and policies of CAL/OSHA to identify safety hazards, including unsafe working conditions and practices, in construction, electrical, and industrial disciplines and recommend appropriate corrective actions; interview employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public; accurately document and record field notes, sketches, measurements and interviews and place all records in the case file; evaluate the employer's IIPP for effectiveness, injury and illness log 300's and other related documents (e.g. Employer's Report and Doctor's First Report) and other required health and safety programs, and document the results of the evaluations; identify and collect evidence (e.g. Employee exposure to the violation(s), record(s) of employers' knowledge of employee exposure to violation(s), employee statements/interviews, management statements/interviews, copies of employer business records, photographs, maps, plans during the course of an inspection) that substantiate violation(s) of the California Code of Regulations (CCR) Title 8 Safety Laws; recognize when, how and where to use personal protective equipment; identify, document and classify hazards (i.e. Serious, General, Regulatory, Imminent danger).

% (Continued)	ESSENTIAL JOB FUNCTIONS (Continued)
35%	Research, review, analyze, interpret and determine the seriousness of violations in accordance with the division policies and procedures and directives; research, review and analyze site inspection history, industry processes and hazards, abatement options, and best practices; work with a multi-discipline team to fulfill DIR-DOSH mission, goals, and objectives (e.g. Nurse, Physician, Toxicologist, Industrial Hygienist, and Attorney); recommend appropriate enforcement actions (e.g. Issuance of citations, information memorandum, notice, notice of violation after inspection, order to take special action, and/or special order); prepare citation(s), with the appropriate classification, applicable California Code of Regulation (CCR) Title 8 section and accurately calculate penalties, for management review and approval prior to issuance; prepare technical reports and other correspondence; assemble and compile information from field safety inspections, supporting documentation, and Cal/OSHA forms into a casefile in accordance with DOSH directives, management instructions and compliance policy and procedures manual; proficiently and accurately perform data entry requirements into appropriate information systems (e.g. OIS, spreadsheet); review and manage correspondence timely, including employer abatement responses, extension requests, requests for information; manage case load and other assignments efficiently and ensure timely submission of reports.
10%	Perform the role of the Duty Officer. The Duty Officer processes health and safety complaints, accident reports, and referrals received by workers, employers, union representatives, first responders, members of the public, and other government agencies via telephone, email, facsimile, United States mail, and in person. The Duty Officer accurately completes the Cal OSHA intake forms for the District Manager's review and action. The Duty Officer advises the District Manager immediately when a fatality and an imminent hazard has been reported; research information such as the correct business name, NAICS code, and other pertinent information. The Duty Officer answers public inquires and refers complaints and accidents not within DOSH jurisdiction to the appropriate agencies. Schedule and hold safety conferences with employers to review applications, plans, and specifications for the issuance of project and annual permits including excavations, trenches, construction and demolition of structures. Work closely with Senior Safety Engineers and/or the Research and Standards Unit for the more complex project permits involving construction personnel hoists (CPH) and alternative access plans.

% (Continued)	ESSENTIAL JOB FUNCTIONS (Continued)
5%	Attend and participate in scheduled training and monthly staff meetings; act in a lead capacity and assist in training other staff engaged in occupational safety; refer to management potential criminal acts of the employer for criminal investigation; testify before the Occupational Safety and Health Appeals Board, State Labor Commissioner, Worker's Compensation Appeals Board, and Criminal Court hearings; represents the Division at appeal hearings before the Occupational Safety and Health Appeals Board; accurately complete and submit to management in a timely and appropriate manner weekly activity time tracking reports, monthly absence and additional time worked reports, monthly car logs, job-related travel expense claim, time off request, over time request, and training request.

%	MARGINAL JOB FUNCTIONS
5%	Perform special projects related to occupational safety; represent the division at professional meetings/conferences of professional and community groups, state, and other governmental agencies; perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

The Associate Safety Engineer performs a variety of functions and must maintain a high level of integrity, professionalism, and confidentiality; use sound professional judgment, exercise initiative, and objective action. This position is significant in that errors in judgment may result in significant and negative impact to the safety and health to staff and the community.
Associate Safety Engineers are expected to work cooperatively with all levels of DOSH management and staff, other government agencies, and stakeholders, such as Union Representatives, Advocacy groups, and the public to provide the highest level of service possible; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department/division, directives, policies and procedures, including but not limited to, attendance, leave, and conduct. Behave consistently in an honest, fair, and ethical manner. Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Associate Safety Engineers will be required to perform both office and field work, with occasional overnight travel. Associate Safety Engineers travel throughout the State, primarily in an assigned area of the District Office. May be requested to work overtime due to emergencies, special work projects, or when DIR-DOSH deems that it is in the best interest of the State to work overtime with proper advance notice and approval.

SUPERVISION RECEIVED AND EXERCISED

Supervision Received:

Under the direction of the District Manager or designee;

Supervision Exercised:

None

WORK ENVIRONMENT, JOB REQUIREMENTS, PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*, **AND PERSONAL CONTACTS:**

Work Environment:

Some of this work will be in an office environment and at other times the work will be at a field site that has the potential for exposures to safety and hazardous substances, and may involve, including but not limited to: Working outdoors 8 hours or more per day in a wide range of weather conditions (e.g. rain, strong winds, heat, and cold); Sitting at a desk, in a chair, and using a computer and/or laptop; Using a multi-line telephone console or a cordless telephone with headset or cell phone; Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel inside California may be required;

Special Requirements/Other Information:

Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.

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.

The incumbent may be required to participate in mandatory health testing, such as regular testing for the virus that causes COVID-19 (SARS-CoV-2), in accordance with applicable DIR policies in effect.

Physical Abilities:

Ability to: sit/stand for extended periods of time; enter/exit vehicles, climb stairs, slopes, and ladders; work on uneven terrain; move and transport safety equipment and supplies up to 50 lbs; push, pull, reach; stoop, kneel, enter confined and elevated spaces such as vaults and structures; and identify color coded piping systems, indicating lights, and hazard warning signs.

Ability to pass a respiratory physical exam and wear a full face or half face respirator.

Additional Requirements/Expectations:

Takes Action and Shows Initiative – Works well independently and is self-motivated to take action to meet critical program goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic.
Relationship and Partnership Building – Builds and effectively uses relationship networks to achieve goals. Shares knowledge and builds trust with scientific colleagues and superiors. Can be discreet and tactful when dealing with sensitive issues.
Effective Communication – Clearly conveys and receives information and ideas through a variety of media. Translates complex or technical information to lay audiences/customers. Facilitates the exchange of ideas and opinions.
Organization and Planning – Prioritizes tasks, establishes sequential activities, requests assistance when needed.
Technical Credibility – Understands and appropriately applies procedures, requirements, policies, and regulations related to specialized expertise. Integrates technology into the work to improve program effectiveness. Possesses up-to-date knowledge in the profession and industry and accesses other expert resources when appropriate. Translates concepts and ideas into strategies and action steps.

Personal Contacts:

Associate Safety Engineers will have contact with the public, employers, employees, other government agencies, stakeholders, DOSH and DIR staff.

ACKNOWLEDGMENTS:

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation inform the hiring supervisor, who will discuss your concerns with the Diversity and Inclusion Office).

DATE	PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

DATE	PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE

HR APPROVAL DATE:	C&P ANALYST'S INITIALS:

Department of Industrial Relations
STATE OF CALIFORNIA

☐ CURRENT
☑ PROPOSED

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Assistant Safety Engineer		Assistant Safety Engineer	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
DOSH - Enforcement-LETF		Santa Ana	
COLLECTIVE BARGAINING IDENTIFIER		WORK WEEK GROUP	CONFLICT OF INTEREST CLASSIFICATION?
R09		2	☐ YES ☑ NO
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	POSITION NUMBER (*Agency-Unit-Class-Serial*)	
☐ YES ☑ NO	☐ YES ☐ NO	400-483-3899-225	

GENERAL STATEMENT

Under the supervision of the District Manager with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Enforcement Branch, the Assistant Safety Engineer is responsible for performing assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigating accidents; and assisting Associate and Senior Safety Engineers in the performance of their duties, related to construction, electrical, and industrial occupational safety and health, throughout the State. Assistant Safety Engineers are to perform all work in accordance with DIR-DOSH policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums.

Candidate must be able to perform the following essential functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
%	**ESSENTIAL JOB FUNCTIONS**
40%	Perform field safety inspections (e.g. complaint accidents, referral, follow-up, and programmed inspections) of average difficulty in factories, businesses, construction sites, and other workplaces throughout the State, inspecting machine and equipment operations, environmental conditions, work practices and processes, protective devices and equipment and safety procedures, for compliance with the California Code of Regulations (CCR) Title 8 Safety Laws and Health and Safety Codes; conduct accident inspections, of average difficulty and determine their cause and the means of preventing their recurrence; responds timely to complaints and accidents; interpret and apply State's Safety Orders applicable to provisions of the California Labor Code, California Code of Regulations (CCR) Title 8 Safety Laws, and policies of CAL/OSHA to identify safety hazards, including unsafe working conditions and practices, in construction, electrical, and industrial disciplines and recommend appropriate corrective actions; interview employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public; accurately document and record field notes, sketches, measurements and interviews and place all records in the case file; evaluate the employer's IIPP for effectiveness, injury and illness log 300's and other related documents (e.g. Employer's Report and Doctor's First Report) and other required health and safety programs, and document the results of the evaluations; identify and collect evidence (e.g. Employee exposure to the violation(s), record(s) of employers' knowledge of employee exposure to violation(s), employee statements/interviews, management statements/interviews, copies of employer business records, photographs, maps, plans during the course of an inspection) that substantiate violation(s) of the California Code of Regulations (CCR) Title 8 Safety Laws; recognize when, how and where to use personal protective equipment; identify, document and classify hazards (i.e. Serious, General, Regulatory, Imminent danger).

% (Continued)	ESSENTIAL JOB FUNCTIONS (Continued)
40%	Assist higher-level professional staff with conducting the most difficult and more complex safety work and field safety inspections of a variety of workplaces throughout the State to determine compliance with occupational health standards and regulations, found in the California Code of Regulations (CCR) Title 8; research, review, analyze, interpret and determine the seriousness of violations in accordance with the division policies and procedures and directives; research, review and analyze site inspection history, industry processes and hazards, abatement options, and best practices; work with a multi-discipline team to fulfill DIR-DOSH mission, goals, and objectives (e.g. Nurse, Physician, Toxicologist, Industrial Hygienist, and Attorney); recommend appropriate enforcement actions (e.g. Issuance of citations, information memorandum, notice, notice of violation after inspection, order to take special action, and/or special order); prepare citation(s), with the appropriate classification, applicable California Code of Regulation (CCR) Title 8 section and accurately calculate penalties, for management review and approval prior to issuance; prepare technical reports and other correspondence; assemble and compile information from field safety inspections, supporting documentation, and Cal/OSHA forms into a casefile in accordance with DOSH directives, management instructions and compliance policy and procedures manual; proficiently and accurately perform data entry requirements into appropriate information systems (e.g. OIS, spreadsheet); review and manage correspondence timely, including employer abatement responses, extension requests, requests for information; manage case load and other assignments efficiently and ensure timely submission of reports.
10%	Perform the role of the Duty Officer. The Duty Officer processes health and safety complaints, accident reports, and referrals received by workers, employers, union representatives, first responders, members of the public, and other government agencies via telephone, email, facsimile, United States mail, and in person. The Duty Officer accurately completes the Cal OSHA intake forms for the District Manager's review and action. The Duty Officer advises the District Manager immediately when a fatality and an imminent hazard has been reported; research information such as the correct business name, NAICS code, and other pertinent information. The Duty Officer answers public inquires and refers complaints and accidents not within DOSH jurisdiction to the appropriate agencies. Schedule and participate in safety conferences with employers to review applications, plans, and specifications for the issuance of project and annual permits including excavations, trenches, construction and demolition of structures. Work closely with Senior Safety Engineers and/or the Research and Standards Unit for the more complex project permits involving construction personnel hoists (CPH) and alternative access plans.

% (Continued)	ESSENTIAL JOB FUNCTIONS (Continued)
5%	Attend and participate in scheduled training and monthly staff meetings; testify before the Occupational Safety and Health Appeals Board, State Labor Commissioner, Worker's Compensation Appeals Board, and Criminal Court hearings; accurately complete and submit to management in a timely and appropriate manner weekly activity time tracking reports, monthly absence and additional time worked reports, monthly car logs, job-related travel expense claim, time off request, over time request, and training request.

%	MARGINAL JOB FUNCTIONS
5%	Perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

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SUPERVISION RECEIVED AND EXERCISED

Supervision Received:

Under the supervision of the District Manager or designee

Supervision Exercised:

None

WORK ENVIRONMENT, JOB REQUIREMENTS, PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*, **AND PERSONAL CONTACTS:**

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DATE	PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE

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DATE	PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE
HR APPROVAL DATE:	C&P ANALYST'S INITIALS:	