

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Employee Health and Safety	
WORKING TITLE Employee Lab Safety Specialist	POSITION NUMBER 702-015-4800-xxx	REVISION DATE 08/25/2025

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 Office Chief, Division of Safety and Management Services, a Staff Services Manager II, the Staff Services Manager I (Specialist) serves as a subject matter expert for Caltrans' Lab advising on employee health and safety and will independently perform a full range of occupational safety level duties. The incumbent is responsible for designing, delivering, and evaluating an employee health and safety processes including communication, outreach, and evaluations for Caltrans Laboratories. This position requires the incumbent to conduct business in a professional and customer service-oriented manner as a representative of the Office of Employee Health and Safety; establish and build rapport through open and transparent communication, while promoting teamwork and cross-functional collaboration in support of Caltrans' strategic goals.

CORE COMPETENCIES:

As a Staff Services Manager I, 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- 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 First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- 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 - Engagement, Equity, Innovation, Integrity, Pride)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity, Pride)
- 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 First, Cultivate Excellence - Engagement, Integrity, Pride)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Collaborates with the Division of Engineering Services (DES) to support a Statewide Laboratory Safety Program. Develops written policies, procedures, and training material for compliance with health and safety regulations, including the California Code of Regulations (Title 8), the California Labor Code, and other applicable laws and standards. Designs and implements new strategies, or updates existing programs, policies, and procedures, to strengthen and promote employee health and safety practices, specifically within a laboratory environment.
20%		Conducts ongoing research and monitors updates to Cal/OSHA regulations. Collaborates with departmental staff to maintain and update the Caltrans Safety Manual and Caltrans Lab Safety Manual. Reviews current and new Federal and State regulations, standards, and directives to ensure alignment with internal policies, manuals, procedures, and training programs. Areas of focus include, but are not limited to: Airborne Contaminants, Heat Illness, Bloodborne Pathogens, Respiratory Protection, Silica, and Lead. Updates internal guidance materials, intranet site and develops/delivers training and various communication tools to ensure compliance and employee awareness.
25%		Coordinates and monitors regular safety inspections of laboratory facilities to identify and mitigate risks. Manages contracts to support a safe workplace for laboratory employees.
15%	E	Assist in the analysis and response from the department on Cal/OSHA complaints, inspections, and citations. Files appeals with Cal/OSHA, participates as a representative of Caltrans in informal conferences and hearings regarding cited matters.
5%		Assists in investigations of laboratory incidents, accidents, and near-misses, and recommends corrective actions to prevent recurrence.
5%	M	Identifies required employee health and safety postings and coordinates with statewide districts to ensure proper display of all mandatory notices.

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

None. However, the incumbent has the authority to provide functional direction to others engaged in safety activities. The incumbent may act in a leadership capacity in the absence of the Office Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles and practices in leadership techniques. Knowledge of Caltrans policies and procedures, safety, health and Equal Employment Opportunity objectives. Demonstrate a positive attitude and a commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers.

Ability to research, understand, and interpret applicable health and safety laws, rules and regulations; analyze and apply principles and precedents to particular sets of facts; provide clear, concise and effective written actions and documentation; deal tactfully, professionally and confidentially with all internal and external customers and contacts.

The incumbent must have knowledge of the procedures involved in developing, writing and analyzing policy and have knowledge of the Department's mission and goals, and of the State's laws, rules, and policies. The incumbent must have knowledge of program management, program evaluation and have the ability to creatively solve challenges.

The incumbent must have the ability and the analytical skills to understand and interpret administrative, health and safety policy and make sound decisions and recommendations on various matters. The incumbent must be able to communicate and express information clearly and concisely both orally and in writing with all contacts, and must be able to communicate effectively to defuse and facilitate resolution of confrontational or contentious situations. The incumbent must have excellent writing skills, and the ability to distill information into management plans and reports.

Extensive analytical skills are required to proactively identify risks and issues and develop possible solutions in coordination with

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the management team. The incumbent must reason logically and creatively and utilize a variety of management and analytical techniques. The incumbent must be flexible and prioritize tasks on a continual basis as the environment changes. The incumbent must have well developed organizational skills and make decisions that will assist in resolving urgent situations. The incumbent must also manage sensitive issues by ensuring for the confidentiality and privacy of information received.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or inadequacies in recommendations and decisions could result in serious employee health consequences, work stoppages,, injuries, and fatalities. Failure to identify, take appropriate action, and resolve unsafe conditions, failure to correctly disseminate accurate information and implement current safety standards or processes, may contribute to incidents with injury or potential death as the resultant effect to employees/ Failure to identify hazards can also increase workers' compensation costs and expose the Department to citations, criminal prosecution, and civil law suits.

PUBLIC AND INTERNAL CONTACTS

Regular contacts within the Department include District Safety Officers, Maintenance Safety Officers, Construction Safety Coordinators, all employees, program administrators, managers, and supervisors at all levels within the Department. Additional internal contacts include statewide and district hazardous spill and hazardous waste coordinators, statewide and district asbestos coordinators, Headquarters Maintenance and Construction staff, Translab staff, and Headquarters and District Equipment staff, including the Motorized Equipment Training Academy. External contacts may include Cal/OSHA Compliance or Consultation employees, CHP, Cal/OSHA Standards Board and Appeals Board members; DGS Office of Risk Insurance Management; industrial hygienists, and/or chemists in the private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to provide excellent customer service and develop and maintain cooperative relationships. Incumbent must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

Incumbent should possess ability to resolve emotionally charged issues, develop, and maintain cooperative working relationships. Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a keyboard and video display terminal.

Incumbent must be able to travel throughout the State to District offices, maintenance stations, construction, and maintenance work zones as needed. Incumbent must be able to conduct reviews of construction and maintenance activities in open and enclosed areas. Requires manual dexterity to operate a computer for preparation of reports, training, marketing material, various forms. Position requires incumbent to climb stairs and ladders; stoop, kneel and enter confined and elevated spaces; lift and carry safety or training equipment and supplies up to 30 pounds.

WORK ENVIRONMENT

The work environment varies from an office setting using a computer, to a classroom providing training to employees, to a field setting at active construction or maintenance work zones in varying weather conditions. While indoors, performs tasks related to the administration of the Department's Safety Program. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. The incumbent will work in a climate-controlled office under artificial lighting.

Outdoor activity may include exposure to moving traffic, loud noise, dust, and weather conditions of extreme heat and/or cold. May come into contact with hazardous materials, pesticides, chemicals i.e., paints, cleaners, solvents, etc. May require some night or weekend work. Night work requires ability to work with artificial lighting. In-state travel may be required. This position is conducive to telework.

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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.)

EMPLOYEE (Print)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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