



Position Details

Classification: Chief of Safety and Security

Office/Branch: Safety and Security

Working Title: Chief of Safety and Security

Location: Sacramento

Position Number: 311-608-0829-001

HR Approval Date/Initials: SA 8/27/25

CBID/Bargaining Unit: E99

Work Week Group: E

Tenure: Exempt

Time Base: Full-time

Job Description Summary

Under the administrative direction of the Chief Executive Officer, the incumbent serves as the California High-Speed Rail Authority's (Authority) Chief of Safety and Security. This position is responsible for overseeing the development and implementation of all activities under the Authority's Safety and Security Office. In addition, the incumbent administers and monitors the Authority's occupational and construction safety and security measures program through adherence to pertinent government safety and health and railway regulations, federal grant requirements, and industry best practices. The incumbent provides leadership and direction in establishing goals and objectives and sets the tone for professional and ethical conduct in the Safety and Security Office.

Duties

Percentage

Essential (E)/Marginal (M)

25% (E) **Program Development**

Provides leadership and direction for the Authority's Safety and Security Office, performing the duties as follows:

- Establishes and manages a program for identifying, assessing, controlling, documenting, and tracking safety hazards and security vulnerabilities for the high-speed rail project.
- Establishes tracking mechanisms for verifying state staff and contractors have designed, built, procured, installed, inspected, and tested all facilities, systems, and equipment comprising the high-speed rail project in accordance with the Authority's safety and security requirements.

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- Maintains a process to manage open safety and security items resulting from design deviations, change orders, and identified non-conformance items. Actively addresses and mitigates these issues and tracks all open items through closure and acceptance.
- Confirms final safety and security clearances prior to placing the high-speed rail project into service.
- Collaborates with other functional offices within the Authority in the development of a large-scale rail system safety and security design criteria for inclusion in projects across the high-speed rail program. Responsible for monitoring the aforementioned railway safety and design criteria across the Authority.
- Responsible and accountable for planning, organizing, budgeting, controlling, reviewing, and directing the work of the Safety and Security Office.
- Analyzes and resolves highly technical and politically sensitive issues, administrative and personnel matters, and inter-agency and public relations challenges related to occupational and transportation construction safety.
- Directs and oversees the analysis of field construction safety and security issues and situations to identify and adopt an effective course of action within legal, policy, and operational constraints.
- Works with Authority executives and senior management to evaluate the need for organizational occupational safety and health programs.
- Evaluates, oversees, and provides documentation that verifies how staff, contractors, and outside emergency response personnel perform, focusing on quality, system maintenance, and response to emergencies. Coaches, guides, develops, and corrects the performance of Safety and Security Office managers and staff.

25% (E)

Compliance Oversight

Administers and monitors the Authority's overall field safety program overseeing construction safety measures and performance through adherence to pertinent government regulations, federal grant requirements, and industry best practices as follows:

- Monitors occupational safety and health compliance and makes recommendations to identify safety hazards and mitigate unsafe working conditions and practices in construction sites program wide.
- Directs the Authority's field construction work-related safety and injury incident/accident response and reporting processes to Division of Occupational Safety and Health (Cal/OSHA) in collaboration with the Program Construction Safety Manager contractor to ensure

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compliance with occupational safety and health regulations (e.g., California Code of Regulations Title 8 Safety Laws and Health and Safety Codes), to protect the health and safety of employees, mitigate potential litigation against the state, and to maintain the Authority's credibility with the public.

- Monitors field construction safety and/or security efforts throughout all phases of the railway system lifecycle to ensure their efficiency and effectiveness, including identifying safety risks and developing safety mitigation strategies for the Authority to continually improve its processes.
- Collaborates cross-functionally, particularly with the Rail Operations Office, Construction Office, and Infrastructure Maintenance Office, to report any non-compliance safety issues internally.

25% (E) **Policies, Procedures, Processes, and Guiding Documents**

Develops safety policy statements, procedures, protocols, plans, and other guiding documents to ensure continuous improvement within the Authority's Safety and Security Office, performing the duties as follows:

- Directs and oversees the development and management of occupational safety and health procedures, including the Authority's Injury and Illness Prevention Program, the Emergency Management Plan, and Environmental Health and Safety Policy and Procedures Manual. Implements an occupational safety and health program for field construction that outlines safety requirements for construction activities to protect the health and safety of employees. Coordinates the corresponding safety and health training for all Authority staff and consultant staff.
- Establishes processes and procedures to govern field construction and contractor safety and security activities based on applicable safety and security regulations, codes, standards, guidelines, recognized best practices, etc, and verify that all final drawings, specifications and contracts issued for the project conform to these requirements, and oversees the development of key safety policy documents, including: the Safety and Security Management Plan (SSMP) to define safety and security roles and responsibilities and required committees across the High-Speed Rail program; and the Safety and Security Program Oversight Plan (SSPOP) to outline the Authority's safety oversight and management strategies.
- Maintains, revises, and coordinates the cross-functional implementation of the Security and Staffing Policing Plan.
- Analyzes incident and observation data and identifies trends to provide written recommendations to the Chief Executive Officer and

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Authority executives to inform program-wide improvements to safety policies and procedures to prevent future incidents.

- Sponsors and facilitates continuous improvement efforts within the Safety and Security Office to ensure a safety-minded culture and best practices enterprise-wide.
- Develops and makes recommendations for improvement. Implements existing and new safety programs and processes for the Authority' field construction Safety and Security Program.
- Improves processes and enhances the safety and working conditions of personnel working on construction sites. Supports the resources needed for these efforts.
- Documents or references procedures for managing sensitive security information materials. These procedures extend to any contractors involved with the high-speed rail project to ensure that all project documents are maintained in a secure manner.

20% (E) **Reporting, Advising, and External Relationships**

Works cooperatively as a representative of the Authority at external and internal meetings on matters relating to safety and security as follows:

- Coordinates with local and state law enforcement agencies to meet the program's security and policing requirements.
- Represents the Authority in correspondence and reports relating to field construction safety and security issues.
- Oversees the monitoring, reporting, and communication of the program's field construction safety performance as required by government authorities, such as the Federal Railroad Administration, Cal/OSHA and/or Occupational Health and Safety Administration (OSHA).
- Develops data, metrics, etc. to document and report to leadership the impact of field construction safety and security policies.
- Responsible for advising the Chief Executive Officer on the full range of issues relating to program-wide safety and security activities and practices.
- Chairs the Safety and Security Oversight Committee, which is the mechanism by which the Authority directs the application of safety and security principles and processes to the high-speed rail project.
- Reviews existing contract terms and performance relative to construction safety and makes recommendations regarding construction program safety and future contracting requirements.

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5% (M) • Performs other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

Other Special Requirements Information:

- *Conflict of Interest:* This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.
- *Contract Manager:* Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC). Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: The Authority's mission and goals; organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Authority's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity program. Knowledge of principles, practices and trends of federal, state and local government review processes, public administration, organization and management, including all applicable federal codes and regulations.

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Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of operational matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Authority's Equal Employment Opportunity objectives. Demonstrate leadership and resolve problems quickly and tactfully. Work effectively under tight time constraints, changing priorities, and the pressure of multiple deadlines. Communicate effectively with diverse and multidisciplinary representatives from internal/external clients and stakeholders, government agencies, contractors, peers, and management to develop productive working relationships. Demonstrate effective oral and written communication.

Desirable Qualifications

- Thorough knowledge of relevant laws, regulations, and policies of federal, state, and local agencies, as well as federal and state legislation pertaining to the above duties.
- Effective and persuasive communicator, both orally and in writing, to all levels of officials and the public.
- Excellent analytical and problem-solving skills along with the demonstrated ability for achieving positive results.
- Personal characteristics that include a commitment to teamwork and a collaborative attitude.
- Knowledge of the principles, procedures, and organization required in the management of a government entity involved in the infrastructure delivery for a transportation project.
- Excellent management skills to direct an experienced professional staff.
- Ability to assimilate technical data, legal issues, risk parameters and human sensitivities, exercise sound judgment in evaluating alternative courses of action, and recommending the preferred direction in the best interests of the Authority.
- Significant experience in large complex capital programs and policy development.
- Ability to exercise a high degree of initiative, flexibility, judgment, and confidentiality.
- Ability to represent the Authority in dealings with other government agencies and private entities in a way that reflects well on the Authority.
- Dependable, punctual, excellent attendance.
- Ability to exercise good judgment and calm professionalism in all situations.

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- Experience directing safety programs involving heavy civil construction under federal and state regulations, including workplace rules and regulations as they pertain to safe work practices.
- Experience in developing and overseeing the delivery of high-level safety training.
- Experience in leading cultural change related to occupational safety.
- Experience developing program security and policing plans.

Supervision Exercised Over Others

The Chief of Program Safety and Security directly supervises program safety and security staff comprised of a Senior Transportation Engineer, Staff Services Manager III, Staff Services Manager I, and oversees various levels of consultants.

Public and Internal Contacts

The incumbent is responsible for developing and maintaining positive relationships with all levels of staff within the Authority, as well as be the Authority's representative with the full range of internal and external groups. The incumbent must communicate effectively with Authority managers and supervisors, interest groups, and individual employees while generating solutions which further the Authority's mission. The incumbent will have contact with state and federal governmental agencies, cities, counties, transportation commissions, consultants, other stakeholder groups, and the public. The incumbent represents the Authority at meetings and through correspondence.

Responsibility for Decisions and Consequence of Error

This position is responsible for a safety and security program and is expected to carry out necessary activities with minimal direction. Guidance is usually set forth from the requirements of legislation. Errors may have a significant impact on the internal and external operations of the Authority. Errors in judgment, inappropriate decisions, or poor leadership could result in unnecessary injuries (both minor or severe), reportable safety incidents, extensive litigation against the state, project delivery failures, audit findings, and serious loss of good will and credibility with the public. Safety incidents have significant personal and professional impacts that can affect morale and productivity. The Authority's employees are its greatest asset and ensuring the occupational safety and health of its team is key to the successful delivery of the program.

Successful performance of the above-listed duties is essential to ensure that program delivery and project matters are resolved in an efficient and effective manner. Failure to perform these duties effectively could result in additional costs to the state to complete the high-speed rail project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position.
- b. Telework: This position works primarily in the office, but limited telework may be available for California residents.
- c. Travel: Frequent statewide travel is required to various Authority sites.
- d. Other:

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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