

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Safety Specialist, Caltrans	OFFICE/BRANCH/SECTION Administration, Health and Safety Management Services	
WORKING TITLE Safety Officer	POSITION NUMBER 908-009-9807-003	REVISION DATE 11/04/2025

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

GENERAL STATEMENT:

Under the general direction of the Office Chief of the Office of Health & Safety Management Services, a Staff Services Manager I, the District Safety Officer has the responsibility for all safety-related work activities affecting the employees within the district, which includes the district office building, Southern Region Laboratory (SRL), Traffic Management Center (TMC), and outlying field offices. The District Safety Officer is a single point-of-contact for safety issues related to the department's Injury and Illness Prevention Program (IIPP), and regularly consults with the Headquarters Safety Office and external regulatory agencies (i. e., CalOSHA) regarding safety rules and regulations and maintaining a safe work environment. A valid California driver's license is desirable.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety - Collaboration, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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. (Employee Excellence - 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. (Employee Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Employee Excellence - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity)

TYPICAL DUTIES:

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

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35%	E	The District Safety Officer is responsible for consulting with all levels of District management regarding matters pertaining to safety, health, and return to work of injured/ill employees, including the Employee Assistance Program. Responds to safety-related concerns and complaints, and interprets and applies laws, rules, regulations, and policies related to safe work practices, workers' compensation, and vehicle accident reporting. Provides consultation and instruction to work-related and non work-related injuries, and acts as a resource to employees and their supervisors in the management of work-related injuries and illnesses. Monitors, tracks, analyzes, interprets, evaluates, and presents district safety and health data. Prepares or coordinates the production of statistical reports, charts, and graphs. Maintains in coordination with the district IT staff the District Health & Safety, and Wellness websites.
25%	E	Develops, recommends, and implements district-wide policies, procedures, and practices that affect employee safety and health. Identifies safety and health program areas and provides advice and guidance to district management for resolution. Prepares and presents decision memorandum(s) regarding safety and health issues. Develops, coordinates, and provides training on safety-related programs, such as Heat and Illness Prevention, Workplace Violence Prevention, the workers' compensation process and reporting injuries/vehicle accidents. Provides Employee Assistance Program, new employee orientation (safe work practices), and relevant supervisor training to district employees.
25%	E	Conducts field inspections and program audit reviews in the district office and outlying field offices/facilities to assess safety compliance to ensure that appropriate policies, rules, and regulations are being followed. Completes detailed analysis and prepares comprehensive reports of inspections and cites applicable policies, laws, rules, and regulations. Works with supervisors and managers to ensure safe work practices are followed and that safety programs are made available to all employees. Ensures compliance with applicable safety regulations, including federal, state, and local laws, and the department's Safety Manual. Actively participates as a member of the district's Emergency Response Team and facilitates emergency evacuation drills, and interacts with local, state, and federal emergency service providers during drills and actual emergencies. As requested, conducts Ergonomic Evaluations of employee workstations and prepares comprehensive reports recommending steps the employee can take to prevent work-related injuries. Plans, coordinates, and implements District Wellness Program, including health fairs and presentations, and other proactive health-related programs.
10%	E	Develops and recommends new strategies and methodologies or modifications to existing programs or practices that will enhance awareness and promote participation in the district's UPP by district employees. Serves as a co- chairperson on the District Accident Prevention Committee and/or District Incident Response and Assessment Team and coordinates, monitors activities, and provides advice and support. When needed, may transport injured employees to the State doctor/facility for medical treatment related to a work-related injury and/or illness and provide follow up with the employee's supervisor/ manager. The District Safety Officer will report to local hospital(s) when a Caltrans employee and/or contractor employee is injured to assist supervisor/manager with the injury reporting process and provide follow-up reports to upper management.
5%	M	Provides administrative and analytical support to the division, and performs other duties as assigned.

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 may act in a lead capacity at the direction of the supervisor, and may provide functional direction to other employees engaged in safety activities (within or outside the Safety Office).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and techniques of leadership, industrial safety, occupational health, accident prevention, conducting inspections/ investigations, identifying unsafe work conditions and potential violations and applying applicable rules and regulations; local, state, and federal laws, California Labor Code, California Code of Regulations, workers' compensation laws; State Compensation Insurance Fund (SCIF) policies related to work injuries and illnesses; working knowledge of medical terms and language so that reports with medical restrictions can be interpreted and discussed with supervisors and managers; methods and practices used in eliminating safety and health hazards; principles of automotive safety, accident investigation, and reporting procedures.

Ability to plan, organize, conduct, and evaluate situations accurately and adopt an effective course of action. Incumbent must be able to communicate clearly, concisely, and effectively both orally and in writing using correct grammar, spelling, and

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punctuation. Act in a lead capacity and develop and conduct safety training. Present complex ideas, information, and statistical data in narrative format and prepare graphs and charts to reflect accurate data in formal and informal presentations using Microsoft Office applications (i.e., Word, Excel, Powerpoint, etc.). Incumbent is privy to confidential information and therefore must not disclose confidential information; expected to maintain a neutral position in safety-related complaints, injuries, accidents, inspections, and investigations.

Analyze and solve complex problems relating to employee safety and health using completed staff work. Develops technically sound solutions and alternatives, which may include developing new approaches and recommending district policy and procedural changes. Develops positive solutions and takes effective action to ensure a safe and healthy work environment. Requires considerable analysis, interpretation, and application of CalOSHA rules and regulations, General Safety Orders (GSO), Code of Safe Practices (COSP), departmental policies and directives, the department's Safety Manual, and safety data, as well as assessing job-related accidents for cause, effect, and prevention, and identifying unsafe practices leading to non-compliance with established safety regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The District Safety Officer is responsible for making decisions, providing guidance and direction on various health and safety-related issues of a sensitive and confidential nature to district employees, supervisors, managers, and executive level staff, and develops and provides alternative solutions. Conducts facility inspections throughout the district and has the authority to shut down operations if a hazardous condition(s) or unsafe work environment exists. Completes accurate and timely accident and injury reports and makes sure all documents are filed with the appropriate units for processing to ensure support to all divisions. Improper or delayed processing of reports or processing of documents may result in delayed medical benefits for employees, poor or inadequate defense of claims exposing the district/department and/or the State to increased liability and increased claims payments, which results in a negative image of the Health & Safety Office and a lack of trust and credibility from the customers who are served. Errors in judgment or misinterpretation or misrepresentation of policies, laws, rules, and regulations could result in unnecessary and costly work stoppages, traffic delays resulting in unsafe driving conditions for the motoring public, injuries, fatalities, lawsuits filed against the department, criminal and civil penalties and charges against supervisors and managers, and increased workers' compensation costs. Safety violations that are not corrected may result in serious injury and/or death to employees, contractors and/or their employees, and the motor public, not to mention costly monetary fines.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The District Safety Officer may have daily contact with employees, supervisors, managers, and executive level staff, including employee's family members, union representatives, Headquarters safety staff, CalOSHA enforcement and compliance officers, insurance carriers (i.e., SCLF, Department of General Services, Office of Risk and Insurance Management, and private insurance carriers); California Highway Patrol, Department of Motor Vehicles, Department of Health Services; various city, county, state, and federal agencies; emergency response teams; attorneys; local medical offices, physicians, and other health specialists. Represent the district at events related to the district safety program.

The Office of Health & Safety Management Services is a customer service-oriented provider, which requires courteous and professional treatment of all customers. Internal and external customers seek out the Safety Office regarding matters related to personal health, the work environment, illness/injury and vehicle accident claims, and any other safety-related matters so the District Safety Officer is expected to provide high level, quality service. All customers must be treated equally and fairly, and all information discussed and/or gathered as a result of an investigation is considered highly confidential.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit, stand, walk, kneel, bend, stoop, climb, lift, and/or operate equipment for extended periods of time, and use a computer and various computer programs in the day-to-day execution of job duties. Must have the ability to prioritize workloads under extreme deadline situations. Must be able to develop and maintain cooperative working relationships with all levels of staff and provide quality customer service. Must be open to change and new, creative, and innovative methods of completing work, and be able to adapt to behavior and work methods in response to new information, changing conditions, and/or unexpected obstacles.

Must be able to sustain mental activity for problem solving, responding logically, analyzing and reasoning, and performing completed staff work. Must be able to recognize emotionally charged issues, problems, or difficult situations and respond appropriately, tactfully, and professionally, and maintain complete confidentiality. Must understand the importance of excellent customer service and be willing to develop and maintain excellent partnerships with employees, supervisors, managers, executives, and the general public while performing assigned job duties. Must be able to work with minimal supervision and be willing to travel as necessary to other work locations within the district boundaries, other district offices, and Headquarters, which

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may require working outside regular work hours.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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
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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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