

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION District 12/Division of Administration/Safety and Fac Operations	
WORKING TITLE Worker's Compensation/Security/Recycling Coordinator	POSITION NUMBER 912-015-5393-014	REVISION DATE 11/25/2025

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

GENERAL STATEMENT:

Under the general supervision of the Supervisor I in the Safety and Facilities Operations Branch, the Analyst II shares the responsibility for all safety-related work activities affecting the employees within the district in development, implementation and enforcement of the Department's Injury and Illness Prevention Program (IPP), Ergonomics and Emergency Preparedness Programs. The incumbent performs a variety of analytical duties required for the efficient operation of the District's workers' compensation program by inputting, following up, and reporting Workers' Compensation Claims and serving as a liaison between the District Safety Office, the Workers' Compensation/Return to Work Program in Headquarters and the State Compensation Insurance Fund (SCIF). The incumbent also assists with a variety of tasks related to security/building access, the District Recycling Program and coordinates training on safety related programs. The incumbent will also conduct facility inspections and workstation evaluations. Other shared responsibilities include various administrative duties. Including, but not limited to, service contract management, and lease management, planning, organizing, directing, coordinating, and managing the day-to-day operations of the district office facility. The incumbent is the liaison to the Property Manager/Lessor and the building engineers. May require working occasional extended hours or weekend hours to manage the facility operations.

CORE COMPETENCIES:

As an Analyst II, 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. (Climate Action - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **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 - Innovation)
- **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 - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Stewardship)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Climate Action - Innovation)
- **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. (Equity - Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity - Innovation)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	<p>The Worker's Compensation Coordinator is the liaison between the supervisor, Headquarters' Compensation Payments Unit, Headquarters Return to Work Coordinator and State of California Insurance Fund (SCIF) adjuster. The Worker's Compensation Coordinator inputs, follows up and reports submitted Worker's Compensation Claims; after a completed "Employer's Report of Occupational Injury or Illness" form /Worker's Compensation packet is received by the Safety Officer from the injured employee's supervisor. Worker's Compensation Coordinator faxes the claim to the SCIF adjuster and sends a PDF copy to Headquarters. Worker's Compensation Coordinator follows up with employee's supervisor regarding status changes or if employee can return to work under regular duties, work restrictions or modified work agreement. Incumbent tracks calendar days off for injured employees and forwards to the District Safety Officer on a quarterly basis for the Safety Information Management System (SIMS) Report. Consults with Headquarters Return to Work (RTW) staff and SCIF regarding the status of open and pending workers' compensation claims. Inputs Information into the Departmental injury and illness database. Oversees and manages records (hard copy and electronic) for the Health, Safety and Workers' Compensation files, traffic accident reports, field inspection reports and training files. Monitors retention criteria for these files and purge as required. Organizes and ensures claims are labeled accordingly. Provides back up support in processing 270 Accident Reports for Motor Vehicle Accidents. The incumbent is required to analyze all worker injury data to assist and report safety concerns and patterns for the purpose of mitigation and future prevention of like accidents and injuries and provide weekly/monthly reports on findings to Branch Chief.</p>
20%	E	<p>Manages the District's security access control system. Reviews requests for building access and ensure compliance with the Statewide Operations Security Manual. Determines appropriate level of access for District employees, partnerships, vendors, etc. Approves access or recommends further action and/or review from management. Processes new or duplicate card requests. Maintains and backups the access control system database on a weekly basis. Creates access reports by locations, dates, and times to analyze/ interpret findings of non-authorized areas of entry for managers/ supervisors. Manages and tracks access card authorization forms for daily, weekend, and holiday access. Ensures digital video recorders for various floors of the district office are operational by troubleshooting, initiating repair requests, and updating software to maintain a secured facility. Preserves and maintains the district photo identification badge system (Via Net). Reviews PERMIS employee report from Headquarters monthly and reconciles with Via Net system. Maintains and operates the Via Net Data Card Identification computer system. Process new and replacement Via Net cards. Run monthly reports of expired Via Net cards, to inform employees of their expired ID Badges. Anticipate and request purchases for equipment, supplies, and service needs for the security access control system in accordance with Headquarters Procurement (DPAC) rules and regulations. Interact with the District's Information Services Branch to request software updates or troubleshoot the security access control system. The incumbent is required to provide analysis of badge access needs and restrictions based on the data of personnel in office requirements. Assists District Facility Coordinator with implementation of District's recycle program. Gathers and compiles reports from various divisions for the district's annual recycle report. Monitors copy centers and break rooms for recyclable paper, plastics, cans, and organics. Works with District Facility Coordinator and building property manager on any new recycle programs. Assists with recycling educational efforts on the Mandatory Commercial Recycling (MCR) and Mandatory Commercial Organics Recycling (MORe) Programs, organizes quarterly meetings with all recycling coordinators.</p>

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

15%	E	<p>Mitigate and resolve complaints regarding electrical, plumbing, janitorial, and all facilities related issues. Develop, monitor and follow-up with all work orders to the Lessor and their engineers. Liaison with the Property Managers and Lessor on all property related issues. The incumbent will handle contracts for recurring maintenance and special projects. Coordinate all moves and modifications of facilities related equipment, personnel, furniture, cubicle modifications, tenant improvements, American Disabilities Act issues related to the Facility and special projects relating to Facility needs and improvements in the district office. Assists and supports the Emergency Operations Center (EOC). Process all receiving records for sundries and building work requests and costs associated with the lessor.</p> <p>Provides advice and recommendations with all levels of District management regarding matters pertaining to the safety, health, return of injured/ill employees, including the Employees Assistance Program. Respond to safety related complaints and interpret and apply laws, rules and California Occupational Safety Health Administration (CalOSHA) regulations. Provides consultation and instruction to work-related and non-work-related injured employees and their supervisors. Analyze, monitor, interpret, evaluate, and present district safety and health statistical reports to management. Attends and facilitates various meetings such as District Accident Prevention Committee (DAPC) and regular safety meeting; researches and prepares reports related to various health and safety related issues and serves as liaisons between district personnel and the Headquarters Office of Employee Health and Safety (OEHS). Develop and implement district-wide policies, procedures, and practices affecting employee safety and health. Identify safety and health program areas and provide advice and guidance to district management for resolution. Prepares and present decision memorandums regarding safety/health issues. Develop, coordinate, and provide training on safety-related programs, such as Heat and Illness Stress Prevention, Workplace Violence Prevention, and reporting injuries/ vehicle accidents. Provides guidance to all departmental employees on issues related to Workplace Violence and submits the WPV intake forms to Headquarters Workplace Violence Prevention Program to be reviewed and/or investigated. Conducts ergonomic evaluations and provides proper recommendation of ergonomic equipment to supervisors.</p>
10%	E	<p>Assist with conducting safety reviews at employee worksites, and facility/safety annual inspections. Drive safety van to deliver Personal Protective Equipment (PPE) and safety gears to staff in the field; conduct field inspections and provides monthly activity reports to the Office of Health and Safety. Program audit reviews of the District's facilities to assess safety compliance to 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. Plan, coordinate and conduct District Wellness Program, Emergency/Standard Hepatitis A, B and combination vaccinations, including health fairs, wellness activities, and other proactive health-related programs.</p>
5%	E	<p>Responsible for providing assistance with the District Automated External Defibrillator (AED) Service Contract for the Safety and Facilities Operations Branch. The incumbent provides assistance with maintaining a database and produce reports and spreadsheets pertaining to the budget-related expenditures to the Safety and Facilities Operations Manager upon request and will be responsible for ensuring procurement purchases for the AED and abide by all Division of Procurement and Contracts (DPAC) regulations and requirements.</p>
5%	M	<p>The incumbent will support the District Equal Employment Opportunity (EEO) unit with Employee Engagement on various aspects of diversity, equity, and engagement including but not limited to activities, meetings and events.</p> <p>Serve as the Emergency Evacuation Coordinator. Incumbent will keep up-to-date with the latest information regarding emergency preparedness by attending the annual emergency awareness training by Property Management, FEMA online training, and CHP's Safety Services Program Meetings. Coordinate and revise the District's building emergency evacuation plan to ensure consistency with local agency plans. Implement District's plan in the event of natural disaster or other emergency. Plan, organize, and coordinate annual employee evacuation drill in partnership with the District's Facilities and Security Coordinators. Assess the need for emergency equipment and supplies and develop cost analyses for purchases. Coordinate the purchase of tools, food, and water in preparation for a major earthquake or disaster. Coordinate and present Emergency Preparedness training, education, and information to the</p>

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

5%	M	Develop and recommend new strategies and methodologies or modifications to existing programs or practices that will enhance public awareness and promote participation in the IIPP by district employees. Serve as co-chairperson, coordinate, monitor activities and provide advice and support to the DAPC and/or the District Incident Response and Assessment team. When needed, may process and transport injured employees to state doctor and follow-up with supervisor(s). Incumbent will report to relevant hospital(s) when Caltrans employee(s) and/or contractor employee(s) are injured to assist supervisors and provide follow-up reports to their chain of command. Maintain District Safety and Health and Wellness website. Provides assistance and serves as a back-up to the Facility Coordinator and Safety Officer.
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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, incumbent has the authority to provide functional direction to others engaged in safety activities. The incumbent may serve as acting Supervisor I in supervisor's absence.

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. Provide advice and assistance on various safety and health-related issues to all levels of staff. Accident and injury reports must be filed and logged accurately and in a timely manner in order to provide proper support to all departments that utilize our services. 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.

The office of Safety and Health 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 Officer. 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: Activities require the ability to perform safety inspections in open and enclosed areas. Requires manual dexterity to operate a computer for preparation of reports and various forms. Required to be trained in first aid/CPR and apply this skill in the event of an emergency. Must be able to travel for sustained periods of time and/or on uneven terrain. The location of inspection sites may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of a vehicle's occupant.

Incumbent will be required to engage in sustained mental activity to produce reports, problem solving, and analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Mental: Must be able to sustain mental activity to write reports, problem solve, analyze and reason solutions to safety concerns and take the initiative to effectuate corrective action.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

The base of operation will be in the District Office. The incumbent will be expected to work indoors and outdoors. While indoors, performs tasks related to the administration of the District Safety Program. Activities include, but are not limited to, sitting for prolonged period of time while using the telephone, keyboard and video display terminal. While in a multi-story office setting, he/she will be working in a climate-controlled environment with LED lighting. A cubicle work area will be assigned in an open floor configuration; cubicle walls may have 4 foot panels; since the area is an open floor configuration, the work environment will be noisy. Working hours will be five (5) days a week, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Outdoor activity 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. The incumbent will be required to travel throughout metropolitan and remote areas to conduct inspections and meet with district staff.

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