

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Senior Safety Engineer (Industrial)		WORKING TITLE Regional Senior Safety Engineer		
PROGRAM NAME Division of Occupational Safety and Health		UNIT NAME Enforcement		
ASSIGNED SPECIFIC LOCATION Fresno Regional Office			POSITION NUMBER 400 – 419-3909-115	
BARGAINING UNIT R09	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Regional Manager with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Enforcement Branch, the Regional Senior Safety Engineer (Industrial) is responsible for performing the full range of professional level senior safety engineering work in construction, electrical, and industrial functions related to the Cal/OSHA program. The Senior Safety Engineer (Industrial) conducts, including but not limited to, specialized safety inspections, accident investigations, and consultation assignments related to construction, electrical, and industrial occupational safety and health, (work that requires or involves extensive experience, knowledge and skills in safety principles, practices and methods) throughout the State; assist the District Manager and Regional Manager in developing procedures and guidelines for conducting audits, inspections, and accident investigations; leads, plans, organizes, reviews and directs the work of teams assigned to perform inspections (e.g. Heat, Fatal accidents, complaints, etc.), and special assignments (e.g. Enforcement Task Force projects; Special Emphasis Projects); evaluates work performance of safety engineers and prepares written training development plans to help improve staff performance for management; conducts committee meetings to revise or propose new safety orders within the Cal/OSHA program; perform in-service and on-the-job training of staff, and works in an assigned regional office and travels throughout the state as required.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
35%	Perform specialized field safety inspections (e.g. complaint accidents, referral, follow-up, and programmed inspections) including the most difficult, in factories, businesses, construction sites, and other workplaces throughout the State for compliance with the California Code of Regulations (CCR) Title 8 Safety Laws and Health and Safety Codes; investigate, including but not limited to, the most difficult and serious, construction, electrical, and industrial accidents and determine their cause and the means of preventing their recurrence; lead inspections selected by management that requires senior safety engineer assistance, such as but not limited to, accompanying lower level compliance inspectors on inspections to evaluate performance and provide constructive advice and on the job training (resulting in a written report to the Regional and District Manager, as needed); respond timely to complaints and accidents; interpret and apply State’s Safety Orders applicable to provisions of the California Labor Code, California Code of

DUTY STATEMENT



	<p>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; document all interviews and place in the case file; evaluate the employer's Injury and Illness Prevention Program (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; research, review, analyze, interpret and determine the seriousness of violations in accordance with the division policies and procedures and directives; 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; review the employer's abatement of safety hazards.</p>
35%	<p>Assist with implementation and maintenance of the Regional's Health and Safety programs, including but not limited to, IIPP, Heat Prevention Program, Respiratory Protection Program, Personal Protection Program, and Medical Surveillance Program; act as an advisor to the Regional and District managers in the area of safety related issues and hazards and provides oral and/or written interpretations of safety orders; provide advice/guidance on division policy to field staff; provide technical guidance to managers and compliance inspectors regarding correct use of protective clothing, equipment and accessories; develop and conduct safety awareness meetings with Regional and District Office staff; provide training to compliance inspectors and other staff; evaluate effectiveness of training; consult with labor, management and public groups on the more complex and sensitive safety engineering problems/hazards; prepare and make presentations to staff, stakeholders and other interested parties; conduct committee meetings to revise, analyses or propose new safety orders; research and analyze new emerging occupational safety hazards and means of abatement.</p>
20%	<p>Assist the Regional and District Manager with planning, tracking, organizing, and evaluating the work of compliance inspectors; assist the Regional and District Manager with directing fatal and serious accident injuries and illnesses inspections</p>

DUTY STATEMENT



	and the analysis, including but not limited to, fact gathering, fact analysis, conclusion drawing, and counter measures, to determine causes and the means of preventing recurrences; assist the Regional and District Manager with the review and approval of project and annual permits including excavations, trenches, construction and demolition of structures; assist the Regional and District Manager with conducting in-service and on-the-job training of compliance inspectors; work closely with compliance inspectors and/or the Research and Standards Unit on the more complex project permits involving construction personnel hoists (CPH) and alternative access plans; recommends to the Regional and District Manager criminal investigation of the employer for performing potential criminal acts in violation of the California Labor Code.
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; represent the division at professional meetings/conferences of professional and community groups, state, and other governmental agencies; 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 and training request; process 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; accurately completes the Cal OSHA intake forms for the District Manager's review and action; 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; answers public inquires and refers complaints and accidents not within DOSH jurisdiction to the appropriate agencies.
Percentage of Time Spent	Marginal Job Functions
5%	Perform special projects related to occupational safety; perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The Senior Safety Engineer (Industrial) 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 judgement may result in significant and negative impact to the safety and health to staff and the community. Senior 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. Senior Safety Engineers will be required to perform both office and field work, with occasional overnight travel. Senior Safety Engineers travel throughout the State, primarily in an assigned area of the Regional Office.

Supervision Received

Under the direction of the Regional Manager or designee.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, 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

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

Employee Acknowledgment

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

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name

Supervisor Signature

Supervisor Sign Date



HUMAN RESOURCES OFFICE APPROVAL

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C&S Analyst Initials

5/7/2026

Approval Date