

# DUTY STATEMENT



**CURRENT**  
 **PROPOSED**

<b>CIVIL SERVICE CLASSIFICATION</b> Associate Safety Engineer		<b>WORKING TITLE</b> Associate Safety Engineer - Refinery		
<b>PROGRAM NAME</b> Division of Occupational Safety and Health			<b>UNIT NAME</b> Process Safety Management – Refinery	
<b>ASSIGNED SPECIFIC LOCATION</b> Santa Ana				<b>POSITION NUMBER</b> 400- 463-3929-022
<b>BARGAINING UNIT</b> R09	<b>WORK WEEK GROUP</b> 2	<b>BILINGUAL POSITION</b> No	<b>CONFLICT OF INTEREST FILER</b> Yes	<b>BACKGROUND CHECK</b> No

**General Statement**

Under the direction of the District Manager of the Department of Industrial Relations (DIR), Division of Occupational and Safety Health (DOSH), Process Safety Management Unit, the Associate Safety Engineer (ASE) is responsible for independently performing the full range of professional journey-level safety engineering work related to the CAL/OSHA program and process safety management standards at refineries. The Associate Safety Engineer (ASE) conducts Program Quality Verification (PQV) safety inspections, turnaround inspections, accident investigations, consultations, and journey-level assignments, including the most difficult ones, related to refineries and industrial occupational safety and health throughout the State. Associate Safety Engineers are to perform all work in accordance with DIR-DOSH policies, the DOSH Compliance Policy and Procedure Manual, and DIR-DOSH Directives, and Memorandums.

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

<b>Percentage of Time Spent</b>	<b>Duties Essential Job Functions</b>
<b>45%</b>	Perform field safety inspections (e.g., program quality verification (PQV) complaint, accident, referral, follow-up, and programmed inspections), including the most difficult, in refineries, turnaround sites, businesses, and other workplaces throughout the State, inspecting machine and equipment operations, environmental conditions, work practices and processes, protective devices and equipment and safety procedures, for compliance with the California Code of Regulations (CCR) Title 8, Sections 5189 and 5189.1 and other safety laws and health and safety codes; conduct accident inspections, including the most difficult and serious, and determine their cause and the means of preventing their recurrence; respond timely to complaints and accidents; interpret and apply the State’s Labor Code, CCR Title 8 safety and health standards, and policies of CAL/OSHA to identify safety hazards, including unsafe working conditions and practices, in process safety management, 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; accurately document and record field notes, sketches, measurements and interviews and place all records in the case file; evaluate the employer’s 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;

## DUTY STATEMENT



	<p>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 CCR Title 8 safety orders; recognize when, how and where to use personal protective equipment; and identify, document, and classify hazards (i.e., Serious, General, Regulatory, Imminent danger).</p>
<b>30%</b>	<p>Research, review, analyze, interpret and determine the seriousness of violations in accordance with the Division's policies and procedures and directives; research, review and analyze site inspection history, industry processes and hazards, abatement options, and best practices; work with a multi-discipline team to fulfill DIR-DOSH mission, goals, and objectives (e.g., nurses, physicians, toxicologists, industrial hygienist, and attorneys); recommend appropriate enforcement actions (e.g., issuance of citations, information memorandums, notices of violation after inspection, orders to take special action, and/or special orders); prepare citation(s), with the appropriate classification and applicable 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 the Compliance Policy and Procedures Manual; proficiently and accurately perform data-entry into appropriate information systems (e.g., OIS, spreadsheet); review and manage correspondence timely, including employer abatement responses, extension requests, requests for information; manage case load and other assignments efficiently and ensure timely submission of reports.</p>
<b>15%</b>	<p>Attend and participate in scheduled training and monthly staff meetings; act in a lead capacity and assist in training other staff engaged in occupational safety; refer to management potential criminal acts of the employer for criminal investigation; 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 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, over time request, and training request.</p>
<b>5%</b>	<p>Process health and safety complaints, accident reports, and referrals; accurately complete the DOSH intake forms for the District Manager's review and action; advise the District Manager immediately when a fatality and an imminent hazard has been reported; and answer public inquires and refer complaints and accidents not within DOSH jurisdiction to the appropriate agencies.</p>
<b>Percentage of Time Spent</b>	<b>Marginal Job Functions</b>
<b>5%</b>	<p>Perform special projects related to occupational safety; represent the division at professional meetings/conferences of professional and community groups, state, and</p>



other governmental agencies; perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

## Conduct, Attendance, and Performance Expectations

The Associate Safety Engineer 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 judgment may result in significant and negative impact to the safety and health to staff and the community.

Associate 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. Associate Safety Engineers will be required to perform both office and field work, with occasional overnight travel. Associate Safety Engineers travel throughout the State, primarily in an assigned area of the District Office. May be requested to work overtime due to emergencies, special work projects, or when DIR-DOSH deems that it is in the best interest of the State to work overtime with proper advance notice and approval.

## Supervision Received

Under the general direction of the District 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 setting with cubicle workstations exposed to natural and artificial lighting, and will involve sitting at a desk, in a chair, and using a computer and/or laptop, for extended periods of time; using a multi-line telephone console or a cordless telephone with headset or cell phone.

At other times the work will be at a field site, such as a refinery, which has the potential for exposures to safety and health hazards and hazardous substances and may involve working outdoors eight or more hours per day in a wide range of weather conditions (e.g., rain, strong winds, heat, and cold).

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

# DUTY STATEMENT



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

Employee may be scheduled to work weekends and/or nights as needed to meet operational needs with prior advance notice.

May be requested to work overtime due to emergencies, special work projects, or when DIR-DOSH deems that it is in the best interest of the State to work overtime with proper advance notice and approval.

## Personal Contacts

Associate Safety Engineers are expected to work cooperatively with all levels of DIR and DOSH management and staff members, other government agencies, and stakeholders, such as union representatives, advocacy groups, employers, and the public, to provide the highest level of service possible.

## 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 Diversity and Inclusion Office.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
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

\_\_\_\_\_  
Date

# DUTY STATEMENT



## HUMAN RESOURCES OFFICE APPROVAL

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C&P Analyst Initials

5/7/2026  
Approval Date