

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Health Management		POSITION NUMBER (Agency-Unit-Class-Serial) 065-545-3929-001		MCR / HCR 1
DIVISION / UNIT  Health and Safety Section		CLASSIFICATION TITLE Associate Safety Engineer		
		WORKING TITLE Associate Safety Engineer		
		TIME BASE / TENURE P/FT	CBID R09	WWG 2
LOCATION 9250 Laguna Springs Dr. Suite 205, Elk Grove, CA 95758		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b> CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
The Health and Safety Unit addresses communicable diseases Statewide, develops and distributes educational material on injury and illness prevention and is the key Department contact with California Correctional Health Care Services on all occupational and public health issues that cross Departmental or inmate/staff lines. Additionally, the Health and Safety Unit is a one stop shop for all Health and Safety issues for Headquarters to ensure compliance with the California Code of Regulations, Title 8 Cal/OSHA program regulations.				
<b>GENERAL STATEMENT</b>				
Under general direction of the Associate Director, Office of Employee Health Management the Associate Safety Engineer plans, conducts, and evaluates a comprehensive health and safety program to promote a safe working environment; implements, conducts, and evaluates health and safety related training programs; is responsible for risk assessment of safety				

issues as they relate to and impact the Department; and evaluates internal physical systems. The incumbent also serves as the Departments coordinator for the following programs: Ergonomics and Workplace Violence Prevention

<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>
<p>40%</p>	<p>Monitor and maintain the Injury and Illness Prevention Program (IIPP) on a statewide basis, ensuring employees comply with safe and healthy work practices. Conduct investigations on a statewide basis, into the cause of industrial injuries/illnesses and potential hazards; evaluate workers' compensation reports; monitor and recommends corrective action for unsafe practices or conditions; takes immediate action to correct seriously unsafe conditions, conduct follow-up reviews as necessary. Keep Return to Work Coordinator informed and updated on any necessary industrial injury/illness incident being evaluated; submit recommendations to management for the prevention of future incidents. Attend/participate/lead scheduled training and staff meetings and provide assistance to District safety coordinators on a statewide basis and coordinate and lead Headquarters safety committee; advise management on state, federal and environmental health and safety regulations and standards and ensures compliance with CCR Title 8 Safety Laws and Health and Safety Codes. Coordinate responses and compliance plans due to Cal/OSHA investigations. This position will work closely with the Labor Relations to ensure all CalHR, Cal/OSHA, and Departmental requirements are being met.</p>
<p>25%</p>	<p>Develop and/or revise departmental policies, procedures, programs, and Department wide guidelines related to health and safety. Develop, implement and coordinate efforts for programs including, but not limited to: Workplace Violence;; Respirator Program; Ergonomics; Material Safety Data Sheets. Hazardous Communication; Exposure Control Plan; Sharps Program and other safety related programs. Perform ergonomic workstation evaluations for Headquarters' and make recommendations for adjustments and/or improvements to reduce employee injuries or meet employee medical needs. Conduct timely follow-up to ensure recommendations are implemented and meet employee needs.</p>
<p>20%</p>	<p>Collect and analyze departmental health and safety data on a statewide basis, compile and analyze increases and/or trends regarding industrial injuries/illnesses and cost data. Prepare technical reports as needed and use data to recommend measures to increase the effectiveness of the departmental health and safety program. Plan, organize, develop and conduct health and safety training for managers, supervisors and staff and evaluate effectiveness of safety training efforts. Review new and existing Federal standards, regulations and directives for comparison with state standards. Coordinate the Department's Workplace Violence Prevention program. Review Workplace Violence complaints and perform investigations and report findings to management.</p>
<p>10%</p>	<p>Conduct periodic inspections of the department's facilities to identify unsafe conditions and/or work practices, or hazards within the workplace. Evaluate findings and provide written recommendations to management regarding corrective action to be taken to eliminate the unsafe or hazardous condition and/or work practice. Fulfills all state and federal reporting requirements. Monitor and review all Department Cal/OSHA logs to ensure compliance. Coordinate with outside agencies, (i.e., Cal-OSHA, CalHR, State Compensation Insurance Fund) regarding safety related issues. Maintain communication between Risk Management Branch and other Administrative Units, Districts and facilities within the Department. Assist the Wellness Coordinator with wellness and EAP duties.</p>
<p>5%</p>	<p>Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Travel and attend meetings and training as needed.</p>

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.
- This position requires the incumbent to maintain strict confidentiality and adhere to the CDCR Code of Conduct.
- Occasional local and overnight travel required to departmental work locations as necessary.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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