

# DUTY STATEMENT



CURRENT  
 PROPOSED

|  |                      |   |                                   |   |
|--|----------------------|---|-----------------------------------|---|
| CIVIL SERVICE CLASSIFICATION<br>Junior Safety Engineer     |                      | WORKING TITLE<br>Junior Safety Engineer |                                   |   |
| PROGRAM NAME<br>Division of Occupational Safety and Health |                      |   | UNIT NAME<br>Enforcement          |   |
| ASSIGNED SPECIFIC LOCATION<br>Foster City                  |                      |   |                                   | POSITION NUMBER<br><b>400- 409-3890-077</b> |
| BARGAINING UNIT<br>R09                                     | WORK WEEK GROUP<br>2 | BILINGUAL POSITION<br>No                | CONFLICT OF INTEREST FILER<br>Yes | BACKGROUND CHECK<br>No                      |

## General Statement

Under the supervision of the District Manager and under the guidance of higher level professional safety engineer staff with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Enforcement Branch, in a training capacity the Junior Safety Engineer performs safety activities for the Division, to learn safety codes and standards, accident prevention principles, and their application to industrial operations; to learn techniques of making field inspections, conducting investigations, and identifying hazards; and to learn other relevant skills throughout the State. Junior Safety Engineers are to perform all work in accordance with DIR-DOSH policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums.

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

| Percentage of Time Spent | Duties<br><u>Essential Job Functions</u>  |
|--------------------------|---|
| <b>45%</b>               | As a trainee, participate as a member of an inspection team led by a higher level-specialist and assist in the planning of and/or conduct a limited segment of a major investigation or a small investigation where the exposure and type of hazard and unsafe working conditions is predictable in advance; Assists in conducting and/or participates in opening and closing conferences with management officials, employees, and employee representatives reviewing hazards or unsafe working conditions; Researches and studies records and files covering mishaps, injuries, and equipment maintenance data; Reviews employer occupational safety and health injury records, safety plans, and programs documentation; Assists in the documentation of conducted portions of investigations to help support a legally sufficient case; Takes photographs and videos of apparent violations of occupational safety and health standards; Assists with interviewing employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public; Assists in preparing for opening and closing conferences and outreach activities and assists higher level specialist in evaluating/analyzing portions of inspections, such as employer's Cal/OSHA citations history, and previous Cal/OSHA inspection reports to determine compliance with State's Safety Orders applicable to provisions of the California Labor Code, California Code of Regulations (CCR) Title 8 Safety Laws, and |

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|                                 |  |
|---------------------------------|--|
|                                 | policies of CAL/OSHA.  |
| <b>30%</b>                      | As a trainee, under the guidance of higher level-specialist, 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 complete the Cal OSHA 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; research information such as the correct business name, North American Industry Classification System (NAICS) code, and other pertinent information; answer public inquiries and refer complaints and accidents not within DOSH jurisdiction to the appropriate agencies. |
| <b>20%</b>                      | As a trainee, under the guidance of higher level specialist, participate in safety conferences with employers to review applications, plans, and specifications for the issuance of project and annual permits including excavations, trenches, construction and demolition of structures; attend and participate in scheduled training and monthly staff meetings; 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. Maintain safety equipment inventory in the office.   |
| <b>Percentage of Time Spent</b> | <b>Marginal Job Functions</b>  |
| <b>5%</b>                       | Perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.   |

### Conduct, Attendance, and Performance Expectations

The Junior 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 judgement may result in significant and negative impact to the safety and health to staff and the community. Junior 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. Junior Safety Engineers will be required to perform both office and field work, with occasional overnight travel. Junior 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 supervision 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 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.

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## Additional Requirements/Expectations

Takes Action and Shows Initiative – Works well with others and is self-motivated to learn safety program goals. Initiates appropriate actions and follows through. 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.

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 the safety practice. Integrates technology into the work to improve program effectiveness. Translates concepts and ideas into strategies and action steps.

## Personal Contacts

Junior 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 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 |
|-----------------|----------------------|------|

## HUMAN RESOURCES OFFICE APPROVAL

|                      |               |
|----------------------|---------------|
| HO                   | 6/11/2026     |
| C&P Analyst Initials | Approval Date |