

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION CEA		WORKING TITLE Assistant Deputy Chief - Enforcement		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Enforcement	
ASSIGNED SPECIFIC LOCATION Santa Ana			POSITION NUMBER 400 – 418-7500-008	
BARGAINING UNIT M01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Deputy Chief - Cal/OSHA Enforcement Branch, the Assistant Deputy Chief shares responsibilities in managing the operations of the branch and serves as a member of the Deputy Chief's executive staff, provides significant input on the development of branch policies and assist the Deputy Chief in advising the Chief of Cal/OSHA with respect to policy and operations of the Enforcement program.

The Assistant Deputy Chief - Enforcement (CEA) serves as the primary policy development advisor and provides high-level expertise and assistance to the Deputy Chief with the implementation of critical initiatives, policies, goals, objectives, and procedures to improve the efficiency of the enforcement program.

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

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Responsible for interpreting and applying the State's Health and Safety Orders applicable to provisions of the California Labor Code, California Code of Regulations (CCR Title 8 Safety Laws, and policies of CAL/OSHA to identify health & safety hazards, including unsafe working conditions and practices, in construction, electrical and other industrial disciplines to recommend appropriate corrective actions, ensuring compliance of State and Federal occupational health and safety laws, DIR Division of Occupational Safety and Health (DOSH) Policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums, and with Federal and State Funding plan development and reporting requirements.
30%	Assist the Deputy Chief in ensuring that complex and sensitive federal and statewide issues, project deadlines, federal, state, and local agency requirements, inquiries related to court mandates, stipulated agreements, and legislative commitments are met. Support the Deputy Chief in Federal Mandate compliance and ensuring accuracy and completeness of SOARS (State OSHA Annual Report) and FAME (Federal Annual Monitoring and Evaluation) reports. Responsible for managing field operations, disseminating directives, policy development, workload projections, monitoring performance metrics and budgets, the development of program/project objectives and priorities, as well as short and long range planning,

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	auditing reports and case files for quality and accuracy, and data integrity of submissions to the Federal OSHA information system. Analyze proposed Federal and State legislation to determine the impact on Cal/OSHA Field Enforcement programs and operations and make recommendations to the Deputy Chief.
20%	Confer, recommend and advise the Deputy Chief on needed regulation, policies and procedural changes which impact the Enforcement program; supervises, directs, evaluates, and reviews the work of the Regional Managers responsible for the administration and implementation of regulations, policy, and procedures in their regions; ensures uniform enforcement of regulations in regional offices; provide policy clarification to regional offices on existing statutes, regulations, policies, procedures and interpretive material; supervises, directs, evaluates, and reviews the work of the professional and administrative staff in the Deputy Chief's office.
10%	Build relationships, on behalf of the Deputy Chief, with advocacy groups, the general public and private organizations to promote and enhance the program's goals and objectives. Contact with these associations includes complaint resolution, and participation in work groups to address specific issues and develop statewide policy or new projects.
Percentage of Time Spent	Marginal Job Functions
5%	The CEA will conduct special projects related to occupational safety and health, and perform other related duties as required to fulfill DIR DOSH mission, goals, and objectives. The CEA may act on behalf of the Deputy Chief in a variety of situations such as, but not limited to conducting high-level meetings, community outreach events, and executive staff meetings.

Conduct, Attendance, and Performance Expectations

The Assistant Deputy Chief of Enforcement must maintain a high level of integrity, professionalism, confidentiality, resourcefulness, dependability, thoroughness and accuracy; use sound professional judgment, exercise initiative, and take objective action. This position is significant in that errors in judgment may result in significant and negative impact to the safety and health of staff, employers, workers, and the community.

The Assistant Deputy Chief is expected to 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. The Assistant Deputy Chief will be required to perform both office and field work and travel throughout the State to conduct site visits of field offices, attend meetings and trainings which includes overnight to multiple night stays.

Supervision Received

Under the direction of the Deputy Chief - Cal/OSHA Enforcement Branch, or designee.

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Supervision Exercised

The incumbent is responsible for supervising professional and administrative level staff in the Deputy Chiefs office.

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

Work Environment

The incumbent works in a fast-paced environment, within a large office setting and may include a high rise building with elevators. The employee may sit for long periods, using a personal computer and frequently respond to telephone and email inquiries. May be required to work after regular business hours and weekends based on business needs and workload fluctuations. The work will involve travel (by air, car, etc.) to conduct site visits of field offices, and to attend and participate in meetings or trainings.

Special Requirements/Other Information

The incumbent is expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Division. Additionally, all DOSH employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The ability to use a computer (may be a desktop or laptop), telephone, and other office equipment such as copiers and scanners is necessary. The incumbent will be required to travel throughout the state occasionally. Some lifting, bending, and stooping may be required. No other specific physical abilities are required.

Ability to pass a respiratory physical exam and wear a full face or half face respirator.

Additional Requirements/Expectations

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments and implement policy and procedures. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications on varied aspects of DIR's internal as well as public-facing operations, policies, and programs. The incumbent must demonstrate the ability to lead and facilitate subordinate staff to accomplish organizational objectives. Confidentiality must be maintained at all times.

Personal Contacts

All levels of DOSH and the Department's management and staff, representatives from other federal, state or local government agencies, external stakeholders, employers, the California workforce, and the general public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal

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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

C&S Analyst Initials

Approval Date