

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION D03 / Administration / Safety Office	
WORKING TITLE District Safety Specialist	POSITION NUMBER 903-001-5393-xxx	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Health, Safety and Equal Opportunity Branch Chief, a Supervisor I, the Analyst II is responsible for performing a variety of health and safety related duties including but not limited to: conducting safety inspections and reviews of Caltrans facilities and operations; providing management with reports of safety requirements and deficiencies; developing and implementing a District Safety Program for prevention of employee injuries and accidents; providing safety related training, including Workplace Violence Prevention training; providing recommendations and guidance to staff regarding health and safety and ensuring compliance with California Code of Regulations, Title 8 Safety Orders, and other departmental policies and procedures related to the Health and Safety Program. A drivers license is required when operating a state owned or leased vehicle. Travel will be required.

CORE COMPETENCIES:

As an Analyst II , the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety - Innovation)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation)
- Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety - Collaboration)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - Collaboration)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, Stewardship)
- Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety - Pride)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Pride)
- Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Pride, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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50%	E	Serve as a primary Safety Officer to conduct formal and informal work site and facility inspections at District 3 maintenance locations and construction offices, utilizing the Safety Van. Ensure employee compliance with safety and health laws, polices, procedures, and works practices in alignment with the Department's Injury and Illness Prevention Program. Process and analyze Std. 270 Vehicle Accident Reports, Data Input Sheets and Accident Investigation Reports per Chapter 18 of the Safety Manual relating to Motor Vehicle Accidents. The duties include: ensuring completed accident reports are received from the supervisors, review and classify accidents and document the data in the Statewide Information Management System (SIMS) database, provide copies to the Office of Risk Management (ORIM), the Claims Department and Shop 3 as requested. Monitor and research district-wide vehicle accident trends. Explore and develop preventative measures and training needs. Assist Managers and Supervisors in conducting investigations of vehicle accidents. Review and document operating techniques to identify unsafe work practices or conditions and recommend appropriate corrective action. Follow-up to ensure corrective action has occurred. Provide Caltrans employees in the field with needed safety equipment from the Safety Van inventory if necessary. Keep the Safety Van stocked with necessary equipment in a variety of sizes.
30%	E	Coordinate and/or attend area safety meetings and tailgate meetings to provide safety-related information and/or conduct training as necessary to ensure consistent application of existing laws, rules, regulations, and policies governing safety in the workplace by all employees. Conduct quarterly district office safety meetings, and conduct safety-related trainings for managers, supervisors, and staff throughout District 3 and North Region; develop, coordinate and provide training on safety related programs, such as hearing conservation, materials safety, employee awareness, personal protective equipment, confined space, heat illness prevention, respirator, Workplace Violence Prevention Training, and participate in various supervisor trainings. (Duties will include preparing course materials, securing rooms for the training, working with the Training Coordinator to set up the classes in LMS, ensure the classes are closed in LMS so employees training histories are updated, coordinating with other instructors to help teach these classes.) Stay current on the new Title 8/ CalOSHA regulations in regards to these topics to ensure most current information is being provided to our employees. Coordinate work between different disciplines to accomplish accident prevention in overlapping areas of interest. Develop and recommend new strategies and methodologies or modifications to existing programs or practices that will enhance employee awareness and promote participation in the Department's Injury and Illness Prevention Program.
10%	E	Develop and maintain the District 3 Employee Assistance Program (EAP), Wellness Program and District Safety web page. Distribute health-related information, organize wellness activities, and create health challenges. Provide health and safety related resources and information to managers, supervisors, and employees. Keep web page updated regularly with new information. May provide assistance to managers and supervisors as a district point of contact for workplace violence incidents, and provide assistance to the Headquarters Workplace Violence Prevention Program in their investigations of workplace violence incidents. May act as District 3 Peer Support Coordinator.
5%	M	Review safety meeting reports for pertinent safety-related items and retain reports for five years. Be an advisor, consultant, and my act as co-chairperson to the District Safety Awareness Committee (DSAC). Perform ergonomic evaluations throughout District 3, as needed.
5%	M	Update and maintain district bulletin boards, insert manual revisions, assemble and distribute safety related forms, and update and maintain information for Hard Hat Decals. Will administer the Hard Hat Decal and Governor's Award Program for the District. Duties will include verifying the eligibility of Maintenance employees to ensure they earned their safety decal for the previous year. Hard Hat Decals are to be available to distribute at the Annual Safety Stand Down meetings. Participate as a member of the District Safety Awareness Committee (DSAC) and the District Incident Response and Assessment Team (DIRAT). Other duties as assigned.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Incumbent does not supervise, but on occasion, may act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the principles, practices and methods of construction, maintenance, laboratory, equipment and/or office functions as they relate to safety and health; methods, operations and devices used in the Department's work places and the safety and

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health hazards associated with these work places; laws, rules, practices, and policies associated with various departmental disciplines; methods and techniques used in safety inspections, accident prevention, consultation, training and technical report writing; employee wellness program; and procedures relative to handling of safety grievances and workers' compensation issues. Ability to conduct safety inspections and accident investigations; detect occupational safety, health hazards and unsafe working conditions and practices; interpret and apply laws, rules, policies, and practices; develop and maintain effective working relationships; analyze situations accurately and take effective action; communicate effectively; maintain a high degree of confidentiality and remain neutral in safety related complaints inspections, reviews and investigations; write effectively and prepare technical reports and correspondence; prepare and deliver presentations to small and large groups; and is expected to perform in a professional manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This incumbent is responsible to ensure the district provides a safe and healthy workplace for employees and follows the rules and regulations of State and Federal Safety Orders. Failure to do so may result in an increase in and severity of accidents and injuries to employees, which would have an adverse effect on employee health and productivity and bring discredit to the Department.

PUBLIC AND INTERNAL CONTACTS

This position has regular contact with employees and supervisors throughout the district, as wells as contact with other State and Federal agencies, city and county agencies, Headquarters and other districts, in matters relating to safety and health.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical – Activities require the ability to perform safety inspections in open and enclosed areas. May be required to lift, push, pull, carry, bend, stoop, and climb ladders and/or stairs during the course of an inspection. While in the office setting, incumbent will be in a climate controlled environment under artificial lighting. In the field, may be required to travel in inclement weather, may work outdoors, and may be exposed to dirt, noise, uneven surfaces, and extreme weather conditions. Mental – Mental requirements include sustained mental activity needed for report writing, problem solving, analysis, training, and reasoning; must have the ability to multi-task. Emotional – Must be able to maintain emotional control during conflicts and/or traumatic events. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for the situation.

WORK ENVIRONMENT

The incumbent may be required to sit for long periods of time in a vehicle, or office chair using a keyboard and video display monitor(s). Incumbent may work in an office utilizing modular furniture, under artificial lighting. Field work, including traveling to maintenance stations, construction sites, and incident locations will be required.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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