

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION D2/Administration/Heath and Safety	
WORKING TITLE Supervisor, Health & Safety	POSITION NUMBER 902-001-4800-017	REVISION DATE 09/09/2026

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 Chief, Business Management (Supervisor II), the incumbent is responsible for overseeing and managing the District 2 Health and Safety Office. Core functions include Health and Safety, Equal Employment Opportunity (EEO), Title VI, Workers' Compensation, Training, Critical Incident Stress Management (CISM), and Automated External Defibrillator (AED) Management. The incumbent must demonstrate a positive attitude and a strong commitment to providing accurate, timely, and high-quality customer service to all internal and external customers.

CORE COMPETENCIES:

As a Supervisor I, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Integrity, People First, Pride)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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, Employee Excellence - Integrity, People First, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, 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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Prosperity - Collaboration, Equity, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Develops, directs, coordinates, and evaluates District 2 Health and Safety programs to prevent occupational injuries and illnesses. Independently provides guidance and direction to district managers, supervisors, and employees on health and safety matters, including the interpretation and application of State laws contained in Cal/OSHA standards, Labor Code provisions, Uniform Building Code regulations, and other applicable health and safety laws, rules, and standards. Provides leadership to subordinate staff in monitoring and overseeing the implementation and maintenance of the Department's Injury and Illness Prevention Program (IIPP), ensuring full compliance with program requirements. Advises managers and supervisors on the enforcement and use of safe work practices; conducts accident investigations; analyzes contributing factors; recommends and implements corrective measures to prevent recurrence; and enforces health and safety laws and policies to eliminate unsafe practices and working conditions. Develops and administers a management information system to collect, analyze, and disseminate district-wide injury and accident data for the purpose of identifying trends and implementing corrective action. Ensures required training is delivered to all district employees and provides guidance and assistance to managers, supervisors, and employees regarding the Employee Assistance Program (EAP).
20%	E	Interprets complex Department, State, and Federal laws and policies to enforce the Department's "zero tolerance" policy for discrimination and ensure a workplace free of harassment for all employees. Provides guidance and direction to subordinate staff in the implementation and management of the District's Equal Employment Opportunity (EEO) program. Ensures updated brochures, posters, and training are provided to all employees on EEO-related subjects, including sexual harassment, harassment, discrimination, and cultural diversity. Develops district procedures and processes consistent with State and Federal laws and departmental policies. Promotes Title VI awareness by providing information and training to district staff. Provides guidance to the Disabled Advisory Committee (DAC) and assists the committee in developing bylaws and increasing employee awareness of the DAC mission. Ensures implementation of policy directives and regulatory requirements related to Title VI, Title VII, and the Americans with Disabilities Act (ADA) programs.
15%	E	Provides guidance and direction to subordinate staff to ensure compliance with policies and procedures related to Return-to-Work and Workers' Compensation programs, ensuring the Department meets mandated reporting requirements and established time frames. Advises management on the enforcement and use of safe work practices and conducts thorough, accurate investigations to prevent recurrence. Provides training to managers and supervisors as needed.
15%	E	Provides guidance and direction to subordinate staff in identifying district training needs and developing a comprehensive training plan. Ensures timely delivery of training classes and assists with training-related inquiries and research. Ensures the district meets all mandatory training requirements in a timely manner.
5%	E	Manages the District Critical Incident Stress Management (CISM) Program, including developing and maintaining the District's CISM plan and incident database, recruiting and training new team members, and monitoring, coordinating, and recommending deployment of teams when critical incidents warrant.
5%	M	Participates in committees, work-groups, and special projects to support departmental initiatives, process improvements, and cross-functional collaboration, 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

Exercises full supervisory responsibility over assigned staff, including planning, assigning, and reviewing work; establishing priorities; providing technical guidance and coaching; supporting employee development; conducting performance evaluations; and taking corrective action as appropriate. May serve as acting Supervisor II during absences to ensure continuity of operations.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles, practices, and trends of public and business administration; program management; and department and district goals and policies. Requires a high degree of expertise in all aspects of the programs under the incumbent's responsibility. Must have detailed knowledge of all Federal, State, and local laws, rules, regulations, and procedures applicable to assigned program areas.

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Ability to reason logically and use a variety of analytical techniques to resolve complex governmental problems; develop and evaluate alternatives; analyze and present ideas and information effectively, both orally and in writing; remain flexible and negotiate effectively; and gain and maintain the confidence and cooperation of those contacted during the course of business. Ability to establish and maintain program priorities and develop and effectively utilize available resources. Must be able to communicate with all levels of staff and the public.

Must possess the ability to prepare clear and concise reports; communicate effectively, both in writing and orally; negotiate effectively; deal tactfully with all parties in stressful situations; make timely decisions; prioritize critical programs; and excel in conflict resolution. Must understand the principles and practices of employee supervision, development, and training.

Must effectively contribute to the Department's Equal Employment Opportunity objectives; evaluate and consider all relevant factors; develop appropriate actions in response to changes; analyze situations impartially; develop alternatives and recommend effective courses of action; and build and maintain collaborative relationships with internal and external customers. Must be able to handle sensitive and confidential information; prepare and deliver presentations to small and large groups; prepare clear, concise reports using meaningful statistical data; and be proficient in computer programs such as Word, Excel, and Access.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is accountable for decisions and actions across all assigned program areas. Errors in judgment, analysis, or implementation may result in unsafe working conditions, increased employee injuries or illnesses, improper handling of workplace incidents, or failure to meet Cal/OSHA, Title VI, or departmental policy requirements.

Incorrect decisions could expose the Department to significant liability, including regulatory penalties, Workers' Compensation cost increases, or legal challenges related to EEO, Title VI, or duty-to-provide-safe-workplace obligations. Ineffective investigations or misapplication of policies may lead to repeated incidents, diminished employee trust, or inconsistent enforcement of safety or EEO standards.

Failure to ensure timely and accurate delivery of mandated training, or lapses in program oversight, could result in non-compliance, failure of employee understanding, operational disruption, or negative audit findings. Ineffective representation of the Department during district-wide safety interactions, CISM events, or EEO/Title VI matters may harm employee morale and damage organizational credibility.

The incumbent must remain receptive to sudden changes, such as critical incidents, emergent safety hazards, regulatory updates, or urgent personnel actions, and apply initiative to incorporate necessary adjustments while minimizing disruption to district operations.

PUBLIC AND INTERNAL CONTACTS

Communicates regularly and effectively with Headquarters staff, regional and district leadership, supervisors, employees, and the public to provide guidance, resolve issues, and ensure consistent understanding of the Health and Safety, Training, and EEO programs. Responds to complex or sensitive inquiries from public agencies, local governmental offices, and, when appropriate, members of the public with professionalism, competence, and integrity, representing the Department in a courteous and knowledgeable manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements: Ability to sit for extended periods while using a laptop, video display monitors, cell phone, keyboard, and mouse. The position may occasionally require bending, kneeling, and lifting up to 15 pounds. The incumbent may also need to stand for extended periods while presenting or facilitating and may be required to sit for extended periods while traveling in a vehicle or aircraft.

Mental requirements: Ability to multi-task, adapt to changing priorities, and complete tasks or projects on short notice. The incumbent must be able to analyze information, make sound decisions, and adjust work methods in response to new information, changing conditions, or unexpected obstacles.

Emotional requirements: Ability to interact effectively with a diverse workforce, maintain cooperative and professional working relationships, and respond appropriately to challenging or emotionally charged situations. The incumbent must be able to deal effectively with pressure, maintain focus and professionalism, and remain flexible and open to change.

WORK ENVIRONMENT

While working in an office setting, the incumbent operates in a climate-controlled environment with natural and artificial lighting. The position may require standing or sitting for prolonged periods. Due to occasional heating and air-conditioning issues, office temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent may also be required to travel and work outdoors, where they may be exposed to dirt, noise, uneven surfaces, and extreme weather conditions including heat or cold. Travel may be required. The incumbent must possess a valid California

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driver’s license when operating a State-owned or leased vehicle.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE