

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Safety Engineer			WORKING TITLE Bilingual Associate Safety Engineer - Consultation	
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Consultation	
ASSIGNED SPECIFIC LOCATION La Palma			POSITION NUMBER 400- 474-3929-646	
BARGAINING UNIT R09	WORK WEEK GROUP 2	BILINGUAL POSITION Yes	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Area Manager with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Consultation Unit, the Bilingual Associate Safety Engineer (ASE) is responsible for performing independently the full range of professional journey level safety engineering work in areas that applies substantive knowledge of technical areas (e.g., electricity, machine guarding, hazardous materials, industrial toxicology, ergonomics, ventilation, fall protection, noise, respiratory protection) by independently conducting difficult and complex onsite visits focusing on small, high hazard places of employment in all industries, including but not limited to, agriculture, construction, electrical, and industrial worker safety sites, manufacturing facilities and agricultural sites, to anticipate, recognize, evaluate, and control safety and health hazards to employers, employees, and employer representatives and provides recommendations and advice on the abatement of hazards and violations of Title 8 of the California Code of Regulations Safety Orders. Bilingual Associate Safety Engineer are to perform all work in accordance with DIR-DOSH policies and procedures, directives, and memorandums.

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>
40%	Perform on-site safety consultations including the most difficult, in factories, businesses, construction sites, and other workplaces throughout the State, inspecting machine and equipment operations, environmental conditions, work practices and processes, protective devices and equipment and safety procedures, for compliance with the California Code of Regulations (CCR) Title 8 Safety Laws and Health and Safety Codes. Conduct loss analyses and determine the causes and the means of preventing their recurrence. Review and assist employers in developing safety and health programs. Interpret and apply State's 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 safety hazards, including unsafe working conditions and practices, in construction, electrical, and industrial disciplines and recommend appropriate corrective actions. Interview employers, workers, and representatives of labor organizations. Provide training and other outreach to employers and employer groups. Accurately document and record field notes, sketches, measurements and interviews and place all records in the case file. Evaluate the employer's IIPP for effectiveness, injury and illness log 300's and other related documents (e.g. workers' compensation forms, loss runs, experience modifications reports, etc.) and other required health and safety programs, and document the results of the evaluations. Identify and document employee exposure to the hazards, employee statements/interviews, management statements/interviews, copies of employer log 300's, photographs, etc. that substantiate

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30%	hazards of the California Code of Regulations (CCR) Title 8 regulations. Recognize when, how and where to use personal protective equipment. Identify, document and classify hazards (i.e. Serious, General, Regulatory, Imminent danger). Compose and develop written reports and other correspondence using proper grammar, using computer programs provided on state computers. Research, review, analyze, interpret and determine the seriousness of hazards in accordance with the Division policies and procedures and directives. Research, review and analyze site inspection history, industry processes and hazards, abatement options, and best practices. Work with a multi-discipline team to fulfill DIR-DOSH mission, goals, and objectives (e.g. Industrial Hygienist, Nurse, Seniors, and other Division staff). Recommend appropriate corrective actions. Prepare written reports with the appropriate hazard classification and applicable California Code of Regulation (CCR) Title 8 sections for management review and approval. Prepare technical reports, emails, and other correspondence; Assemble and compile information from on-site safety consultations, supporting documentation, and Cal/OSHA & Federal OSHA Information System (OIS) forms into a case file in accordance with Consultation policy and procedures. Proficiently and accurately perform data entry requirements into appropriate information systems (e.g. OIS, spreadsheet). Review and manage correspondence timely, including employer abatement responses and extension requests. Manage case load and other assignments efficiently and ensure timely submission of reports.
10%	Perform the role of the Duty Officer. The Duty Officer processes health and safety consultation requests and assists clients, members of the public, and other government agencies via telephone, email, facsimile, United States mail, and in person. The Duty Officer accurately completes the Cal OSHA Consultation OIS request for the Area Manager's review and action. The Duty Officer answers public inquires and refers to other agencies as appropriate. The Duty Officer refers complaints and reports of accidents to the appropriate Enforcement District Office. Works closely with peers and Senior Safety Engineers for more complex safety and health issues.
10%	Use oral Spanish bilingual skills (e.g., verbally translating forms when necessary) while conducting Onsite Consultations in workplaces throughout the State. Conducts oral interviews with Spanish speaking employers, workers, clients and other members of the public and verbally translates forms for them when necessary. Communicate with Spanish speaking members of the public orally while performing the role of the Duty Officer to answer health and safety questions 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. Verbally translates emails, mail, documents and/or forms from English to Spanish and Spanish to English and provides bilingual services for the District Office, other DOSH programs, and external customers.
5%	Attend and participate in scheduled training and staff meetings. Act in a lead capacity and assist in training other staff engaged in occupational safety. Accurately complete and submit to management in a timely and appropriate manner OIS 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.

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Percentage of Time Spent	Marginal Job Functions
5%	Perform special projects related to occupational safety. Represent the division at professional meetings/conferences of professional and community groups, state, and other governmental agencies. Perform other related duties as required to fulfill DIR-DOSH Consultation mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

This position is designated as bilingual (Spanish) and requires oral fluency in Spanish and English. The incumbent will be required to utilize bilingual skills at least ten percent (10%) or more of the time while performing the duties of this position. The incumbent must be able to complete and pass a bilingual (Spanish) language proficiency examination.

The Associate 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 judgment may result in significant and negative impact to the safety and health to staff and the community.

Associate Safety Engineers are expected to work cooperatively with all levels of DOSH management and staff, other government agencies, and stakeholders 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/branch, 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. Associate Safety Engineers will be required to perform both Area Office, field work and training, with occasional overnight travel. Associate Safety Engineers travel throughout the State, primarily in an assigned area of the Area Office. May be requested to work overtime due to emergencies, special work projects, or when DIR-DOSH Consultation deems that it is in the best interest of the State to work overtime with proper advance notice and approval.

Supervision Received

Under the general direction of the Area 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); Being in a stationary position 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.

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Special Requirements/Other Information

This position is designated as bilingual (Spanish) and requires oral fluency in Spanish and English. The incumbent will be required to utilize bilingual skills at least ten percent (10) or more of the time while performing the duties of this position. The incumbent must be able to complete and pass a bilingual (Spanish) language proficiency examination.

Additionally, this position may participate in emergency operations in the capacity of area teams, field consultations, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, fires, pandemics, 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, that may include but not be limited to, for the virus that causes COVID-19 (SARS-CoV-2), in accordance with applicable DIR policies in effect.

Physical Abilities

Ability to: be in a stationary position for extended periods of time; enter/exit vehicles, ascend/descend stairs, slopes, and ladders; work on uneven terrain; move and transport safety equipment and supplies up to 50 lbs; position self to access elevated locations and confined spaces; 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.

Additional Requirements/Expectations

Takes Action and Shows Initiative – Works well independently and is self-motivated to take action to meet critical program goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. 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. Requires to be discreet and tactful when dealing with sensitive issues and confidential information.

Effective Communication – Clearly conveys and receives information and ideas through a variety of media. Translates complex or technical information to lay audiences/customers. Facilitates the exchange of ideas and opinions.

Technology – Ability to use computers and software provided by the state.

Organization and Planning – Prioritizes tasks, establishes sequential activities, requests assistance when needed.

Technical Credibility – Understands and appropriately applies procedures, requirements, policies, and

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regulations related to specialized expertise. Integrates technology into the work to improve program effectiveness. Possesses up-to-date knowledge in the profession and industry and accesses other expert resources when appropriate. Translates concepts and ideas into strategies and action steps. Must possess a valid California drivers license

Personal Contacts

Associate 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

AE

C&P Analyst Initials

9/15/2026

Approval Date