

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor II	OFFICE/BRANCH/SECTION Office of Employee Health and Safety	
WORKING TITLE Office Chief, Employee Health and Safety	POSITION NUMBER 702-015-4801-012	REVISION DATE 09/08/2026

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 Deputy Division Chief, Safety and Management Services, a Manager II, the Supervisor II directs professional staff in the development and implementation of training, policies and procedures to maintain an effective internal employee health and safety program and ensure that the Department meets its obligation both morally and legally to provide a healthy and safe work environment for the Department's approximately 20,000+ employees. The Supervisor II also directs professional staff in the development and implementation of the Statewide Hybrid Telework Program policies, guidance and trainings.

CORE COMPETENCIES:

As a Supervisor 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Employee Excellence - Collaboration, Innovation, People First)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration, Equity, Integrity, People First)
- 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, Pride)
- 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, Equity - Integrity, People First)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety - Collaboration, People First)
- 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, Employee Excellence - Equity, People First)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Equity, People First)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Employee Excellence - Collaboration, Innovation, People First)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Pride)

TYPICAL DUTIES:

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

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40%	E	Directs the administration of the Department's Employee Health and Safety Program including the Injury and Illness Prevention Program through multi-disciplinary subordinate staff in the development of health and safety practices covering the full range of injury and accident prevention methods; such as written policies, procedures and methods to maintain compliance with health and safety standards as set forth in the California Code of Regulations, Title 8, the California Labor Code, and other applicable health and safety laws, rules, and standards. Directs the research, development and implementation of new strategies and methods or modifications to existing statewide health and safety programs, policies, and procedures to enhance and promote health and safety programs. Stays abreast of changes to Cal/OSHA rules and regulations; works collaboratively with departmental stakeholders, supervising the facilitation of workgroups comprised of diverse subject matter experts to develop new and maintain existing components of the Caltrans Safety Manual. Directs the implementation of the Statewide Hybrid Telework program and the development of its policies, guidance and training to ensure compliance with the Department of General Services and other applicable governing bodies. Provide guidance, consultation, and training to District Safety Officers, Construction Safety Coordinators, Maintenance Safety Officers, managers and supervisors, functional program safety liaison personnel and executive leadership regarding the Departments' Health and Safety Programs.
30%	E	Personally intervene in serious or sensitive issues to address concerns. Meet with various levels of management and/or other personnel regarding employee health and safety challenges. Oversees the development, design and delivery of department-wide employee health and safety and Hybrid Telework Program educational training curriculum including PowerPoint presentations and the creation of interactive virtual training modules used to educate Caltrans employees on safety hazards and new and existing policies and procedures as it relates to the Caltrans Safety Manual. Continuously evaluates existing training programs for improvements and compliance; partners with stakeholders for enhancements. Oversees the web-based communication and marketing of the Caltrans Employee Health and Safety program and Statewide Hybrid Telework program such as newsletter articles, brochures, communication documents, fact sheets and posters to market the Health and Safety Program and the Hybrid Telework Program. Directs content management of the Office of Employee Health and Safety intranet pages, Hybride Telework Program intranet pages and the Consolidated Online Nexus for Excellent Supervision (CONES) intranet pages.
15%	E	Directs the coordination and management of annual employee health and safety and training events such as the Statewide Safety Symposium, Safety Awareness Week, Mental Health Awareness Month and Suicide Prevention Awareness training event(s). Oversees event related logistics such as contract management, communication and marketing efforts, coursework selection and educational track design. Oversees the curriculum offerings based on statewide needs identified through gap analysis, industry standards, surveys and research.
10%	M	Oversees the electronic telework agreement database and verifies accurate data collection procedures; continuously evaluates the effectiveness of the electronic telework agreement process and implements improvements. Manages subordinate staff to generate telework reports and analyze telework data to identify trends, improvements and recommendations to support the overall success of the telework program. Oversees collaboration with Districts and Divisions in the onboarding of new telework liaisons.
5%	M	Develop and manage the budget for the Office of Employee Health and Safety and ensure all expenditures are in line with legal requirements. Develop and manage contracts and monitor expenses for vendor provided training and related expenses. Develop and implement specific strategic goals, objectives, and performance measures in support of the Division's and Department's Strategic Plan. Participate in Departmental goal task forces in support of Caltrans' Mission, Vision, and Goals.

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
Manages the Office of Employee Health and Safety. Directly supervises Supervisor I - Specialists and an Analyst II. In the

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absence of the Deputy Division Chief, may act in a leadership capacity to appropriate offices.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Caltrans Mission, Vision, Goals, and Policies; Caltrans equal employment opportunity objectives and a supervisor's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; program management, principles and practices of employee supervision, development, and training; governmental functionals and organization at the State level. Must have the ability to provide a vision for the development of actions that address identified risks and opportunities within the Department. Must have broad administrative abilities to identify issues or conflicts in policy or direction to the Department, internally or externally, and develop a means of resolution. Must be knowledgeable with the operation and functions of the Department of Industrial Relations, Cal/OSHA Standards Board and Cal/OSHA Advisory Board, provisions of the Labor Code, California Administrative Code, the Government Code, and CalHR laws and rules.

Must be familiar with the Caltrans' organizational structure and major work programs. Must have a strong administrative ability as well as the ability to identify technical safety, health, managerial and administrative problem areas: identify solutions, alternatives, and guide management in the correction of safety and health problems and/or law violations, the prevention of accidents, and the control of human resource and property damage losses. Must have the ability to communicate effectively in both oral and written form; encourage and support innovation; develop and implement process improvements; foster a team environment; and effectively manage workload.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position's sphere of influence affects a statewide staff of approximately 20,000+ employees. Ensures the Division's objectives are aligned to the Department's Mission, Vision, Goals, and Values and assures compliance with State and Federal regulations.

Inappropriate management of Caltrans employee safety and health programs could result in: injury and/or death to the Departments' employees, as well as the traveling public; the shutdown of segments of the highway system by the Department of Industrial Relations, Division of Occupational Safety and Health and thereby severely impede the Department's ability to provide needed public transportation services; significant dollar and human resource losses as the result of increased workers' compensation costs and property damage losses.

In the cases where our programs are mandated by safety law, noncompliance could result in criminal and/or civil charges being levied against the Director, the Deputies, and other mid-level managers down through the first-line supervisor; as well as labor unrest and other employee problems and in general overall ineffectiveness in accomplishing our programs.

PUBLIC AND INTERNAL CONTACTS

Regular contacts within the Department include District Safety Officers, Maintenance Safety Officers, Construction Safety Coordinators, employees, program administrators, managers, and supervisors at all levels within the Department. External contacts may include Cal/OSHA Compliance or Consultation employees, Cal/OSHA Standards Board and Appeals Board members, CalHR, Healthcare Entities, the Department of General Services or other state agencies; also may include vendors as appropriate.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Creates and sustains an organizational culture that encourages others to provide the quality of service essential for high performance. Must consider and respond appropriately to the needs, feelings, and capabilities of a diverse workforce in various situations. Must be able to manage workload effectively, meet deadlines, be creative and innovative, and maintain a positive attitude. Formulates effective strategies consistent with business practices. Develops new insights and applies innovative solutions to make organizational improvements. Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Must be able to develop and maintain cooperative working relationships. Is open to change, innovation, process improvement, and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Typical work setting is in an office environment. Position may be eligible for hybrid telework in accordance with department policies. Occasional travel is required and may include field work.

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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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE