
Position Details**Classification:**

Manager II

Office:

Safety and Security

Working Title:

Safety and Security Manager

Location:

Sacramento

Position Number:

311-608-4802-001

HR Approval Date/Initials:

07/23/2026 FAY

CBID/Bargaining

Unit: M01

Work Week

Group: E

Tenure:

Limited-Term

Time Base:

Full-Time

Job Description Summary

Under the administrative direction of the Chief of Safety and Security, the Manager II (Safety and Security Manager) is responsible for executing the California High-Speed Rail Authority's (Authority) safety and security programs and initiatives in support of the Authority's strategic direction. The incumbent is responsible for planning, organizing, directing, and evaluating activities that support the Authority's occupational safety, system safety, emergency management, and security programs. The Manager II supervises safety and security staff, oversees program implementation, monitors performance, ensures compliance with applicable federal and state regulations, Authority policies, and industry best practices, and provides operational leadership to support the Authority's strategic safety and security objectives. The incumbent collaborates across the organization to promote continuous improvement, strengthen safety culture, and ensure consistent execution of safety and security initiatives.

Duties

Percentage

Essential (E)/Marginal (M)

30% (E) Compliance and Program Oversight

Monitors the Authority's overall occupational, health, construction, and program safety measures for compliance with applicable government regulations, federal grant requirements, and industry best practices as follows:

- Monitors and evaluates compliance and makes recommendations to the Chief and managers regarding program-wide construction site safety.
- Oversees the Authority's safety and injury incident response and reporting processes through collaboration with the Program

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Construction Safety Manager, Project Construction Manager (PCM), Design/Build (DB) contractor, and Program Delivery Support (PDS) staff to ensure compliance with occupational safety and health regulations, mitigate potential litigation against the state, and maintain the Authority's credibility with the public.

- In collaboration with the Chief of Safety and Security, develops a monitoring program to oversee the activities of the PCM, DB contractors, and PDS staff to monitor and enforce contractor adherence to all program, contractual, local, state, and federal safety and security regulations and requirements.
- Monitors safety and security efforts throughout system lifecycles to ensure their efficiency and effectiveness, including identifying safety risks and assisting with the development of mitigation strategies for the Authority to continually improve its processes.
- Collaborates cross-functionally, particularly with the Rail Operations and Infrastructure Maintenance Offices, to report any safety non-compliance issues internally to the Chief of Safety and Security.
- Attends key cross-functional safety meetings and prepares meeting materials to be shared internally and externally.

25% (E) Program and System Safety Development and Implementation

Provides direction for the Authority's Program Safety and Security Branch, performing the duties as follows:

- Provides managerial leadership and expertise to promote a strong safety culture enterprise-wide and across Authority projects.
- Collaborates with other functional branches within the Authority in the formulation of system safety and security design criteria for inclusion in projects across the high-speed rail (HSR) project and evaluates the aforementioned criteria across the Authority.
- Assists the Chief of Safety and Security in planning, organizing, budgeting, controlling, reviewing, and directing the work of the System Safety and Security Branch.
- Analyzes and resolves highly technical issues, administrative and personnel matters, and inter-agency and public relations challenges related to occupational health and safety and transportation construction safety.
- Evaluates the safety and security issues and situations to identify and adopt an effective course of action within legal, policy, and operational constraints and makes recommendations to the Chief of Safety and Security.
- Evaluates the need for organizational occupational health and safety programs in collaboration with Authority management and staff.

- Assesses Safety and Security staff performance, provides leadership and guidance to the staff on items related to safety and security, and collaborates with staff to develop communication plans and materials to release safety and security rules and requirements.
- Plans, leads, organizes, and manages the staff and activities of the System Safety and Security Branch to develop and maintain a highly skilled professional staff to meet the Authority's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual performance appraisal reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employees' attendance and leave requests, interviewing and hiring qualified employees, understanding employees' rights with regards to labor relations, and leading by example.
- Conducts regular team meetings and provides coaching, mentoring, and corrective action as needed.
- Statewide travel is required to attend meetings and trainings; conduct site visits; and evaluate safety and security concerns and incidents. Travel includes visits to Authority worksites including construction sites, as needed.

25% (E) **Policies, Procedures, and Processes**

Develops and evaluates safety policies, procedures, protocols, plans, and other guiding documents to ensure continuous improvement within the Authority's System Safety and Security Branch, performing the duties as follows:

- Oversees the development and management of safety procedures and programs that prioritize safety throughout the organization, including, but not limited to: the Authority's Injury and Illness Prevention Program, Emergency Management Plan, and Environmental Health and Safety Policy and Procedures Manual.
- Oversees and evaluates the field construction safety program that outlines safety requirements for construction activities. Assists with coordinating the corresponding training for all Authority staff and consultant staff.
- Oversees the development of key safety policy documents such as the Safety and Security Management Plan (SSMP) to define safety and security roles and responsibilities and required committees across the HSR project, and the Safety and Security Program Oversight Plan (SSPOP) to outline the Authority's safety oversight and management strategies.
- Revises and coordinates the cross-functional implementation of the Security and Staffing Policing Plan.

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- Analyzes incident and observation data and identifies trends to provide written recommendations to the Chief of Safety and Security, who presents them to the Chief Operating Officer, Authority executives, and the Board. Keeps executive leadership informed on program-wide opportunities for improvements to safety policies and procedures to prevent incidents and unsafe working conditions and prepares materials for Board review.
- Facilitates continuous process and procedure improvement efforts within the System Safety and Security Branch to promote a strong safety culture and industry best practices enterprise-wide. Develops recommendations for improvement. Oversees implementation of existing and new safety programs and processes, supporting resources and staff pursuing these efforts and focusing on enhancing the safety and working conditions of Authority personnel.
- Coordinates with policy drafters within the Safety and Security Office to ensure proper policy document formatting in compliance with the Terminal Kiosk Document Review Guidelines, appropriate approval routing (both internal and formal), and other departmental requirements.
- Serves as a liaison between the policy manager and policy drafters and provides Terminal Kiosk Review and Approval System (TK RAS) and other policy document drafting trainings and document drafting support.
- Meets regularly with the policy manager, policy drafter, policy owner, and other relevant stakeholders, as necessary, to ensure the smooth functioning of the policy development system.
- Acts as the main point of contact for the Safety and Security Office and coordinates the annual audit for content and relevancy of policy documents, providing all requested information to the Policy Manager.
- Maintains accurate record keeping of delegated Authority Document Control Numbers (ADCN) and submits it to the Policy Manager upon request.
- Assist with policy acknowledgement enforcement as requested by the policy manager.

15% (E) **Executive Coordination and Stakeholder Engagement**

Works cooperatively as a representative of the Authority at external and internal meetings on matters relating to safety and security as follows:

- Develops data and metrics to document and report the impact of safety and security policies to the Chief of Safety and Security.

- Represents the Authority in correspondence and reports relating to safety and security issues.
- Serves as back-up to the Chief of Safety and Security in coordinating with local and state law enforcement agencies to meet the program's security and policing requirements.
- Oversees the monitoring, reporting, and communication of the program's safety performance as required by regulatory agencies, such as the Federal Railroad Administration (FRA), California Occupational Health and Safety Administration (OSHA), and Department of Industrial Relations (DIR).
- Advises the Chief of Safety and Security on issues relating to program-wide safety and security activities and practices and provides recommendations to make improvements.
- Serves on the Safety and Security Oversight Committee, supporting the Authority's application of safety and security principles and processes to the HSR project.
- Reviews and evaluates existing contract terms and performance related to construction safety and makes recommendations to the Chief of Safety and Security regarding construction program safety and future contracting requirements.

5% (M) • Performs other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Conflict of Interest – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager – Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the

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Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Managers of Contract Managers – Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.

Desirable Qualifications

- Experience managing professional staff and multidisciplinary teams.
- Experience developing, implementing, or overseeing occupational safety, system safety, and security or emergency management programs.
- Experience leading organizational change and fostering a positive safety culture.
- Experience implementing or managing Safety Management Systems (SMS) and enterprise risk management programs.
- Experience developing organizational metrics, key performance indicators (KPIs), and executive dashboards to monitor safety and security performance.
- Experience interpreting and applying regulatory requirements, including Cal/OSHA, OSHA, DIR, and FRA.
- Experience developing policies, procedures, performance measures, executive reports, and recommendations while collaborating with executive leadership and diverse stakeholders.

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- Experience managing large and complex projects involving multiple stakeholders.
- Experience overseeing consultants or contractor performance and contract compliance.
- Experience managing or supporting safety and security programs within transportation, rail, transit, heavy civil construction, public infrastructure, or similar regulated industries.
- Excellent written and verbal communication skills, including preparing executive briefings and presentations.
- Ability to build collaborative relationships across departments and with external agencies.
- Ability to exercise sound judgement, manage competing priorities, and make timely decisions in a fast-paced environment.
- Experience with business intelligence tools and performance reporting (Power Bi or similar platforms)
- Experience supporting emergency response, business continuity, or incident management activities.
- Professional certifications such as Certified Safety Professional (CSP), Associate Safety Professional (ASP), Certified Emergency Manager (CEM), Project Management Professional (PMP), or comparable certifications are desirable.

Supervision Exercised Over Others

The Manager II directly supervises an Analyst III and oversees the work of various levels of consultants.

Public and Internal Contacts

The incumbent is responsible for developing and maintaining positive relationships with all levels of staff within the Authority, as well as be the Authority's representative with the full range of internal and external groups. The incumbent must communicate effectively with Authority managers and supervisors, interest groups, and individual employees while generating solutions that further the Authority's mission. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals; review is received in terms of results. Errors in judgment, inappropriate decisions, or poor leadership could result in unnecessary injuries (both minor and severe), reportable safety incidents, extensive litigation against the state, project delivery failures, audit findings, and serious loss of goodwill and credibility with the public. Safety incidents have significant personal and professional impacts that can affect morale and productivity. The Authority's employees are its greatest asset, ensuring the occupational safety and health of its team is key to the successful delivery of the project. Failure to

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perform the duties of the Manager II effectively could result in additional costs to the state to complete the HSR project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- c. Travel: Statewide travel is required to attend meetings and conduct site visits, including visits to construction sites and other Authority worksites.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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