STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervisor II	D4 / Compliance Management / Administration	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Safety & Compliance Services Office Chief	904-082-4801-xxx	05/01/2026

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 Assistant Division Chief of Administration-Compliance Management (Manager II), the Safety & Compliance Services Office Chief (Supervisor II) is responsible for directing, organizing, planning and supervising staff; and providing expertise and high-level oversight of functions for the following programs within the District 4 Division of Administration: Equal Employment Opportunity (EEO) Executive, and Support Services, and Health and Safety Services. These programs are central to the department's primary mission concerning a wide variety of administrative services.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Integrity, People First, Pride, Stewardship)
- **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, Employee Excellence - Equity, Innovation, Integrity, People First, 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, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Employee Excellence - Innovation, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Employee Excellence - Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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25%	E	The incumbent is responsible for directing the work of subordinate staff responsible for resolving issues and/or responding to questions from district employees, supervisors, and managers related to the District's EEO, Executive and Support Services, and Health and Safety Services programs, including Worker's Compensation, Reasonable Accommodation, and Modified Workers. Responsible for oversight of the District Injury and Illness Prevention Program (IIPP), and District Vehicle Accident Prevention Program in accordance with mandated laws, rules, and regulations. Uses thorough knowledge of the department's Safety Manual, interprets laws, rules, and regulations in compliance with CalOSHA standards, the Labor Code, Uniform Building Code, and other applicable health and safety laws, rules, and standards. Ensures all services are provided in a timely and professional manner, and departmental and external policies and regulations are followed. Independently consults with and provides guidance to managers and supervisors on more complex and sensitive health and safety issues, and develops and recommends appropriate course of action in compliance with established laws, rules, regulations, and departmental policies and directives. Conducts oversight of the District Workplace Violence Prevention Program (WPVP) in accordance with departmental guidelines. Coordinates allegations of workplace violence complaints with Headquarters Office of Health and Safety; and ensures mandated Safety related training is provided to all District employees as required by the department. Responsible to conduct research and analyze data, and develop alternatives. Prepares reports and provides recommendations for Executive Management as required. Responsible for oversight of the District Wellness and Employee Assistance Programs. Responsible for oversight of all health and safety related initiatives in alignment with the Headquarters Health and Safety Office, including coordination of vaccination programs for the District. Responsible for providing guidance and direction to Supervisors,Safety Officers, and coordinators in the Construction and Maintenance Division programs for conducting operational, facility, health and safety reviews. Monitors the Management Information System to update, collect, analyze, and disseminate district-wide data for implementation of correct measures. Develops methods to maintain compliance with environmental health and safety standards as set forth in Titles 8, 17, 19, and 22 of the California Administrative Code and accrediting organizations. Develops and implements Health and Safety and building and sanitation inspection programs and processes; evaluates deficiencies and recommends and monitors corrective measures; maintains the Emergency Services Manual; coordinates, schedules and conducts disaster preparedness drills in compliance with high-rise building evacuation requirements. Coordinates and monitors revision of the District Evacuation Plan. Serves as a team member for operation of the Emergency Response and Operations Center. Provides direction and oversight for the District Incident Prevention Committee (DIPC) and the District Incident Response Assessment Team. Responsible for oversight and Reporting of COVID 19-Information. Serves as Safety Office of the Day and responsible to provide coverage for the District Safety Office Monday through Friday.
25%	E	Incumbent is responsible for oversight and assisting subordinate staff with the development and presentation of training programs (in-person and virtual) for various health and safety related topics designed to assist District employees, supervisors, and managers perform their duties safely and effectively. Identifies and coordinates development of a District training plan for field and office locations and monitors records accordingly to ensure that safety training is conducted in compliance with mandated requirements, and conducts training as needed. Works with Headquarters Health and Safety staff to obtain information and provide training to employees concerning health and wellness. Coordinates and procures services, training, and information utilizing contracted providers for the Employee Assistance Program and other Health and Wellness-related programs. Plans, organizes, develops, and conducts safety training for managers, supervisors, and staff. Coordinates and provides health and safety information to the district-wide training program for various topics, including Workplace Violence Prevention, Emergency Evacuation procedures, Safety Stand Downs, Floor Wardens, AED's, and other items as needed. Obtains and determines appropriate use of resources, such as posters and audio-visual materials to be utilized in training and safety programs and campaigns. Evaluates effectiveness of safety training efforts. Promotes awareness and importance of Health and Safety practices in work environments, at health events and seminars.

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25%	E	Provides oversight, direction, and monitoring, and reporting of data for accident, injury, and lost time statistics, and cost data. Plans, organizes, and administers injury prevention programs within the District. Works with administrative, supervisory, and other personnel to identify unsafe practices or conditions, and reviews field review reports; reviews and investigates industrial injuries; monitors and recommends corrective measures for unsafe practices or conditions, and monitors implementation of work environment improvements. Takes immediate action to resolve or correct seriously unsafe conditions; interprets State, Federal, and local environmental health and safety regulations. Interprets departmental operating policies and standards. Advises management on current methods and techniques related to health and safety, and assists with implementation of appropriate solutions. Works with Headquarters Health and Safety to respond to CalOSHA complaints and determine and coordinate implementation of action plans for resolution. Works with Department of General Services (DGS) and facility staff to eliminate or control facility hazards; provides assistance and serves on the Floor Warden Committee; advises management concerning standards set forth in laws and regulations relating to health and safety; serves as liaison between management, Headquarters, and other agencies on health and safety matters; provides oversight of the District Peer Defusing Committee; works with assigned medical staff to eliminate or control health hazards. Provide guidance on departmental nominations for recipients of the Governor's Employee Safety awards. Routinely coordinates inspection of communication devices and alarms, documents and reports concerns, monitors expedient repair, and confirms all are working properly.
20%	E	Manages, directs, plans, and organizes the work of staff responsible for administration of the EEO program in compliance with Federal, State, and departmental policies, procedures, and guidelines. Provides oversight, direction, and monitoring of EEO related programs, including Title VI, Diversity, Equity, Inclusion, and Belonging (DEI&B), Disability Awareness, and Sexual Harassment Prevention. Provides oversight, direction, and monitoring of District Programs, including Adopt-A-School, Volunteer Internship, Mentoring, Upward Mobility, Disability Awareness, Diversity, Garrett Morgan Transportation Symposium, and cultural events. Assists with coordination of outreach, career fairs, and hiring events. Assists with coordination and resolution of inquiries, complaints, investigations, confidential, and sensitive EEO-related matters for the District, Legal, Discipline Services, Headquarters, Federal, and State agencies. Ensures all reports are completed timely and management is briefed on critical, sensitive, or outstanding issues and reporting information. Provides oversight for managing, planning, directing, and organizing the work of staff providing support and assistance to the Executive Management Team, including the District Director, Deputy District Director, and Division Deputy Directors; monitors distribution and completion of workload assignments. Provides oversight of managing, planning, directing, and organizing the work of staff conducting various support services for the District as determined by the Division of Administration; including Performance Matrix, monitoring, assessments, and reporting methods; Director's correspondence; oversight of timely submission and delivery of Transportation Awards and Employee Recognitions; oversight of approval, and formal acknowledgment of Superior Accomplishment, State Service, Retirement, and other notable honors; District Telework Program, including enrollment, renewal, compliance, monitoring, and processes for critical incidents and special circumstances. Provides oversight for managing, planning, directing, and organizing the work of staff providing support and assistance to District employees for Worker's Compensation, Reasonable Accommodation, and Modified Work Programs, including accurate and timely submission of claims and related documentation, tracking, monitoring, data input and reporting; modified and/or temporary work assignments, alternative placements, accommodations, Ergonomic Evaluations, and other medical or injury-related resolutions.
5%	M	May act as backup in absence of the Assistant Division Chief of Administration - Compliance Management; Provides supervisory support and coverage as needed within the Division of Administration; performs other duties as required and determined within the scope of the Supervisor II classification; attends training as necessary, which may require travel and overnight stay.

[1]ESSENTIAL 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
The Safety and Compliance Services Office Chief provides supervision and guidance to Supervisor I's, Analyst I/II's, and Safety

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Specialists. The incumbent may be rotated to the same classification in another unit or manage other branches within the Division of Administration in order to support and meet organizational needs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge of the Department of Transportation's mission, goals and programs; laws, rules, and policies of the State of California and the Federal government relating to the enforcement of State Labor Code, Federal Labor Standards, CalOSHA standards, Uniform Building Code, Illness and Injury Prevention Program, Health and Safety, State Compensation Insurance Fund (SCIF), Reasonable Accommodation, Diversity, Equity, Inclusion, Disability, Workplace Violence Prevention, Sexual Harassment Prevention, Equal Employment Opportunity, Title VI, Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and related programs and practices. Must have knowledge of governmental budgeting and fiscal management principles of organization, administration, and management; problems of governmental agencies; principles of public administration; principles and techniques of personnel management and supervision; office methods, and automated software applications. As a supervisor, must understand the basic tenets of employee supervision. As a project leader, must be able to manage projects and possess effective administrative, management and facilitation skills; provide leadership and encourage team building. Departmental knowledge and technical experience in providing administrative services and awareness of and sensitivity to a diverse workforce are strongly desired. Must possess the ability to deal effectively with customer service issues and provide high quality customer service in a fast paced environment; and possess strong supervisory leadership with an ability to inspire, motivate and guide others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error by the Safety and Compliance Services Office Chief are significant since the position is primarily responsible for the timely and successful achievement of the goals of the programs that are outlined in the general job assignment. This includes staffing, leadership, direction, expertise, and goals. Errors in decisions and/or actions can adversely impact team efforts and have negative ramifications. This will prevent the programs from achieving desired results. Failure to exercise correct and timely decision-making would adversely effect delivery of District programs and put the District and Department in violation of both Federal and State regulations on the expenditure of funds. Sanctions could potentially be imposed or millions of Federal Highway dollars could be lost. Incumbent is responsible for implementing policy, establishing work priorities, and training employees in their units of supervision. Inappropriate decisions and recommendations can have a direct, adverse impact on the departmental program, which could result in the loss of effectiveness in those programs, including over or under expenditures of funds. This could cause negative reputation and possible loss of the use of funds, adversely impact future funding levels, and loss of delegations. Incumbent has responsibility for providing a positive image of the department. Must be receptive to sudden change and apply initiative to incorporate changes and resolve problems with minimal disruption to the District. As a management liaison, must maintain excellent working relationships with other managers to assure reputation and credibility of the District remain in tact.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have significant contact with all levels of management and staff throughout the Department. Will interact closely with internal and external customers and stakeholders. Must be able to demonstrate competence and integrity when representing Caltrans. Will routinely advise District management on sensitive and critical issues, and have responsibility for recommending action and responding to inquiries and assisting with resolution of issues. Will consult and advise District management and staff on services available within the Division of Administration. Handles sensitive and confidential matters with competence and integrity. Must demonstrate effective, courteous, and professional interaction in all forms of communication when dealing with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to work at a keyboard and sit for extended periods of time; may be required to move large or cumbersome reports from one location to another; ability to focus for long periods of time.

Mental Requirements: Must be able to grasp new information and master technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Will be required to formulate effective strategies consistent with the business practices; create a work environment that encourages creative thinking and innovation, enable others to acquire the tools and support they need to perform effectively, provide insight into situations and apply innovative solutions to make organizational improvements.

Emotional Requirements: Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge various responses accordingly. Must be able to deal effectively with pressure, maintain focus, and remain optimistic and persistent, even under adversity. Must be able to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; Must be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting and potentially fluctuating building temperatures. Travel within the District and state of California, before or after normal work hours may be

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required. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based upon operational needs. Business travel reimbursements are considered by an employee's designated Headquarters Location and primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All expenses to the headquartered location will be the responsibility of the selected candidate. District 4 is currently operating under a hybrid telework environment where the incumbent may work from home, but is required to come into the District Office as designated. While working at home, the incumbent must be reachable by phone and email during normal business hours. The employee may also be occasionally required to travel and work at the various field offices and/or outdoors and may be exposed to dirt, noise, and uneven surfaces, and/or extreme heat or cold.

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

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