

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Analyst II	OFFICE/BRANCH/SECTION Administration/Health & Safety Management Services	
WORKING TITLE Safety Analyst	POSITION NUMBER 908-009-5393-001	REVISION DATE 09/29/2026

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 District Safety Manager, a Supervisor I, the District Safety Analyst independently performs a variety of difficult analytical duties required for the efficient operation of the Health and Safety Office. The incumbent will review safety data, perform complex analysis, and prepare reports for district management. Additionally, the incumbent will regularly communicate with district employees, supervisors, and managers regarding district safety programs, including the workers' compensation program and Illness and Injury Prevention Program. The incumbent works closely with the District 8 Safety Officer to plan, develop, evaluate and manage the mandatory Statewide Employee Wellness Programs for the district. The incumbent works closely with the Safety team to maintain the Emergency action plan for the District Office building. The incumbent must exercise a high degree of initiative, independence, and maintain confidentiality due to highly sensitive issues pertaining to district safety operations and sensitive employee matters. A positive attitude and commitment to providing quality customer service that is accurate and timely to meet customers needs is expected.

CORE COMPETENCIES:

As an Analyst 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, Equity - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity - Collaboration, Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety - Collaboration, Innovation)
- **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 - Innovation, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Prosperity - Collaboration)
- **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, Prosperity, Employee Excellence - Innovation)
- **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 - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Employee Excellence - Collaboration)
- **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 - Equity, Innovation)

TYPICAL DUTIES:

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

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30%	E	Responsible for independently reviewing, analyzing, and processing all personal injury reports for the District as required by the Caltrans Office of Employee Safety and health - Headquarters (HQ) and the State Compensation Insurance Fund (SCIF), in addition to tracking lost time and modified work assignments. Responsible for monitoring, tracking, analyzing, interpreting, evaluating and presenting District safety and health data. Independently responsible for consulting with all levels of District management regarding matters pertaining to the safety, health, and return of injured/ill employees, including the Employee Assistance Program. Respond to safety related complaints, interpret and apply laws, rules, and policies. Provide consultation and instruction to work-related and non work-related injured employees and their supervisors in the management of work related injuries and illnesses. Prepare or coordinate the production of statistical reports, charts, and graphs.
25%	E	Demonstrates innovation by identifying, developing, and implementing process improvements to enhance operational efficiency and effectiveness. Develops, recommends, and implements district-wide policies, procedures, and practices affecting employee safety and health. Identifies safety and health program areas and provide advice and guidance to District management for resolution. Prepares and presents decision memorandums regarding safety and health issues. Plans, coordinates, and conducts District Wellness Program, including health fairs, wellness activities, and other proactive health-related programs. develops and recommends new strategies and methodologies or modifications to existing programs or practices that will enhance public awareness and promote participation in the Injury and Illness Prevention program by district employees. Responsible for the coordination of "Safety Stand Down" presentations including advertising the events, preparing the rooms, securing presenters, assuring appropriate equipment is available and scheduling employee assistance.
20%	E	Independently analyzes, plans, prepares and implements the operational emergency response and evacuation plan for a natural disaster or any other emergencies for all District Office and Southern regional Lab employees. Plans, organizes, and coordinates employee evacuation drills. Analyzes additional plans and emergency situations periodically. Implements logical and practical revisions to the written and on-line Emergency Plan. Updates and posts CPR and First Aid lists on all emergency bulletin boards throughout the building. Assembles and corresponds with emergency teams monthly. Schedules and plans CPR and First Aid classes for emergency teams and employees
20%	E	Lead analyst responsible for coordinating safety programs such as the District Accident Prevention Committee and Safety Awareness Month activities. Responsible for distributing written health and safety promotional materials to all District staff, and coordinating distribution of materials with Construction and Maintenance Safety officers. Acts as the Office of Health and Safety's training coordinator, using the Learning Management System (LMS) to schedule staff training as needed.
5%	E	Maintains the Office of Safety and Health equipment inventories. Completes disposition forms transferring equipment to other staff, other Program/Division personnel or to the District property Section. Generates service repair calls for inoperative office equipment and purchases new equipment as needed. Provides administrative support to the division and acts as the data entry specialist.

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
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of principles and techniques of leadership, industrial safety, occupational health, accident prevention, conducting inspections/ investigations, and detecting unsafe working conditions; Federal, State, and local laws, Labor Code, Worker's Compensation Laws; State Compensation Insurance Fund (SCIF) policies; working knowledge of medical terms and language so that medical restriction reports can be interpreted and discussed with supervisors; methods and practices used in eliminating safety and health hazards; principles and automotive safety, accident investigation and reporting procedures.

Ability to plan, organize, conduct, and evaluate situations accurately and adopt an effective course of action and communicate effectively both orally and in writing. Act in a lead capacity and conduct safety training. Present complex ideas, information and statistical data in narrative format and in graphical representation using MS Office, including Word, Excel, and Powerpoint. Position is privy to confidential information and must maintain a neutral position in safety-related complaints, injuries, accidents, inspections, an investigations.

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Analyze and solve complex problems relating to employee safety and health. develop technically sound alternatives and solutions, which may include developing new approaches, district policy and procedural changes. Develop positive solutions and take effective action to provide a safe and healthful work environment. requires considerable analysis, interpretation, and application of Cal-OSHA requirements, safety orders, directives, safety data, job-related accidents for cause, effect and prevention, and unsafe practices leading to non-compliance with safety regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Provide advice and assistance on various safety and health-related issues to all levels of staff. Accident and injury reports must be filed and logged accurately and in a timely manner in order to provide proper support to all departments that utilize our services. Poor or delayed processing of reports can result in delayed medical benefits for employees and improper defense for claims exposing the Department and the State to increase liability, resulting in claim payments and negatively affects those who depend on the Safety and Health Office for assistance. Errors in judgment or misrepresentation of Jaws could result in costly work stoppages, traffic delays to the traveling public, injuries, fatalities, lawsuits to the Department, potential civil and criminal charges to supervisors and Caltrans management, and increased workers' compensation costs. Safety violations that are not corrected may result in serious injury or death to contractor employees, state employees, and the motoring public.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have daily contact with employees, employee family members, union representatives, supervisors, headquarters safety staff, all levels of management, Cal-OSHA enforcement and compliance officers, insurance carriers (SCIF, Department of General Services, Office of Risk Management, private insurance carriers); California Highway Patrol; Department of Motor Vehicles; Department of Health Services; various Federal, State, City, and County entities; attorneys, various medical practitioners and health specialists. Represent the district at various activities relative to the District Safety Program.

The Office of Safety and Health is a service-oriented provider. Telephone answering must be handled professionally and with courtesy. Often employees and the public are concerned about matters related to their personal health, vehicle accident claims, and other matters when they consult with the District Safety Office. District customers must be handled with priority and sensitivity because their impressions are a measure of our ability to provide professional-level, quality services

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate a computer for preparation of reports and various forms. Must be able to sit for prolonged periods of time to use a computer, keyboard, monitor and telephone; possess ability to move up to 35 pounds. Must have ability to sustain walking for extended periods of time.

Mental: Incumbent will be required to engage in sustained mental activity to produce reports, problem solve, analyze and reason solutions to safety concerns and take the initiative to effectuate corrective action. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, at a workstation cubicle in a shared office. Due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate. Incumbent may be required to sit for prolonged periods of time using a computer and answering phones. Standard work hours will be Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, there may be times when work is required outside of normal work hours at night and on the weekends. Travel throughout the district boundaries, other districts, and headquarters may be required to review projects, attend meetings and conferences, and participate in training. A valid Class C driver's license is preferred.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business

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travel reimbursements consider an employee's designated Headquarters location, primary residence, and ma be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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