State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Senior Safety Engineer (Industrial)	Senior Safety Engineer

PROGRAM NAME	UNIT NAME
Occupational Safety and Health Standards Board	Engineering Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
2520 Venture Oaks way, Suite 350, Sacramento, CA 95833	400 – 850-3909-013

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R09	E	No	Yes	No

General Statement

Under general direction of the Principal Safety Engineer (PSE) in the Engineering Unit, the Senior Safety Engineer (SSE) works independently to address the more complex, sensitive, and significant occupational health and safety matters for the Occupational Safety and Health Standards Board (OSHSB). The SSE is a working safety engineer responsible for the development of the State's occupational safety and health standards, with primary emphasis on occupational health and industrial hygiene issues in Title 8 and may participate as a technical advisor to the Board during public hearings. The SSE strives to obtain consensus with labor, management and public groups to support the Board's mission to promote, adopt, and maintain reasonable and enforceable standards that will ensure a safe and healthful workplace for California workers.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
45%	Regulatory Development and Rulemaking With a computer and reference material (both in office and online), the SSE independently conducts research and analysis of programs, practices, means, devices, and processes used in the workplace to develop occupational safety and health standards for the Board, as directed by the PSE. Develops the more complex newly proposed regulations (standards), amendments, and repeal of existing regulations based on legislation, changes in Federal standards, petitions, variances, appeals, and/or other sources of authority on an ongoing basis. Prepares the attendant rulemaking documents on technical occupational safety and health matters and develops rationale to support the need for such regulations through analysis and research. Develops amendments to regulations by analyzing programs, methods, practices, means, devices, and processes in order to prevent the recurrence of serious injuries, illnesses, occupational exposures, and fatalities in the workplace. Utilizing the appropriate and relevant analysis, research, and reference materials, responds to all public testimony and written comments on proposed regulations upon direction from the PSE.

	Researches and evaluates occupational health hazards, exposure assessment methods, control strategies, scientific literature, consensus standards, and other technical information as necessary to develop or revise Title 8 standards. Develops sensitive, sometimes controversial rulemaking to adopt standards mandated by legislation, the Board, Federal requirements, or other authority as needed. Participates in regulatory reform rulemaking projects such as restructuring the General Industry Safety Orders in Title 8, per the instruction of the PSE. Prepares written responses to inquiries and/or disapprovals of regulatory actions issued by the Office of Administrative Law in a timely manner. Reviews and makes recommendations on concerns and major issues raised by Federal OSHA regarding Program Change Supplements.
40%	Petition, Variance, and Technical Evaluations With a computer and reference material (both in office and online), the SSE provides technical recommendations to the Board on petition and variance matters and evaluates Title 8 petition requests as provided by the Labor Code. Conducts studies and analysis, as needed, to prepare staff reports and evaluations on the more complex and highly sensitive proposed occupational safety and health regulations, petitions to revise regulations, and requests for permanent variances from Title 8 requirements on sensitive subjects affecting worker safety and health, including variances using new or complex technology. Researches occupational safety and health issues presented in petitions and prepares technical analyses and recommendations for consideration by the Board. Identifies necessary safety and health conditions and obtains and evaluates technical information necessary to gain a better understanding of the means, methods, processes, equipment, exposures, or control measures that are the subject of the petition, rulemaking proposal, or variance application. Evaluates available technical information to determine whether proposed alternatives provide appropriate employee safety and health protections. Develops thorough, written evaluation reports making recommendations for the denial, modification, or acceptance of petitions and variances, as applicable. Prepares written staff reports on difficult and complex subjects that reveal policy implications and makes recommendations on the proposal to the Board. Provides technical assistance regarding petition, rulemaking, and variance matters, as necessary.
10%	Advisory Committees and Stakeholder Engagement With a computer, phone, and meeting supplies (both in office and online), the SSE organizes, convenes, and chairs advisory committee meetings on proposed regulations, as directed by the PSE. Develops representative labor-management advisory committees to consider proposed Title 8 amendments, identifies appropriate stakeholders and subject-matter experts, conducts large advisory committee meetings on complex issues,

	and oversees sensitive negotiations between affected parties, as needed. For occupational health rulemakings, identifies and includes occupational health professionals, industrial hygienists, researchers, and other appropriate subject-matter experts. Works to obtain consensus among the affected parties, including labor, management, users, manufacturers, occupational safety and health professionals, and other stakeholders, utilizing excellent interpersonal skills, respect, and professionalism. As the technical occupational safety and health expert, resolves differences among affected parties and ensures the development of reasonable and enforceable regulations that contribute directly to the safety and health of employees. Serves as the Board's technical expert and representative on advisory committees convened by the Division of Occupational Safety and Health (DOSH) for the development of occupational health standards, as needed.
Percentage of Time Spent	**Marginal Job Functions**
5%	With a computer, phone and reference material (both in office and online) the SSE provide technical expertise, as needed: Represent the Board as a technical expert at public hearings, variance hearings, and other meetings, as directed and respond to technical questions from the employer community, the Division of Occupational Safety and Health, various consultants, attorneys, and the general public. Performs other duties as required, such as coordinating and resolving issues on overlapping jurisdictions with other regulatory agencies. Perform other duties assigned to fulfill the operational needs of the Board, this may include but is not limited to providing back up to other engineers and attending and actively participating in team meetings, trainings and seminars.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures. The incumbent is expected to be highly independent and self-motivated, manage multiple projects simultaneously, be responsive to requests from managers and executives, and be able to present sensitive information on high-profile projects with discretion. The incumbent serves as OSHSB's subject matter expert in their area of responsibility. The incumbent may advise executive staff on complicated research projects and studies.

Supervision Received

Under the general direction of the Principal Safety Engineer or their designee.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air-conditioned office building with natural and artificial lighting and temperature control. In addition, the incumbent works in a cubicle in close proximity to others in a typical office setting. Typical work requires use of the computer and telephone for extended periods of time.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of OSHSB to complete work assignments. The incumbent must exercise the ability to work independently. The incumbent must demonstrate the ability to use the internet, email, phone, and desktop applications to complete assignments.

Physical Abilities

This position requires the ability to remain in a stationary position and use a computer for extended periods.

Additional Requirements/Expectations

Required to travel for work as assigned or training at other office locations. May occasionally be required to work overtime as necessary.

Personal Contacts

The incumbent will have contact with the public, employers, employees, other government agencies, stakeholders, and DIR/OSHSB 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 Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign 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	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

IS	11/3/2026
C&S Analyst Initials	Approval Date