State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Senior Safety Engineer (Industrial)	Senior Safety Engineer, Research & Standards Health Unit

PROGRAM NAME	UNIT NAME
Division of Occupational Safety and Health	Research & Standards Health Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Santa Ana	400 – 432-3909-XXX

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

General Statement

Under the direction of the Principal Safety Engineer (Industrial) in the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (Cal/OSHA), Research and Standards Health Unit, the Senior Safety Engineer (Industrial) (SSE) handles the more varied, complex, and sensitive health and safety issues in the evaluation and development of Title 8 regulations; provision of technical assistance to Cal/OSHA staff and outside labor, management and the general public; and evaluation and development of variances from Title 8 regulations.

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

Percentage of Time Spent	Duties **Essential Job Functions**
45%	Conducts the more complex, sensitive and varied work to develop or revise Title 8 health and safety regulations. Evaluates petitions, legislation, federal OSHA rulemaking, and other sources of potential regulatory changes. Communicates with petitioners and Occupational Safety and Health Standards Board (OSHSB) staff to resolve preliminary issues such as incomplete or unclear petitions. Researches and coordinates the comparison of existing, relevant Cal/OSHA regulations, federal OSHA regulations, other government agency regulations, and consensus standards. Researches the nature of hazards and their control. Consults and conducts meetings with management, professional, and technical personnel, and makes and secures recommendations for the prevention, elimination, or control of hazards. Collects and analyzes relevant documentation including scientific literature and statistical data. Initiates and coordinates complex, major investigations such as field or laboratory studies. Prepares a thorough, written evaluation report making recommendations for the denial, modification or acceptance of the proposal. Ensures the evaluation report supports the position of Cal/OSHA. Plans, organizes, coordinates, provides direction, and leads rulemaking work for a group of safety engineers, industrial hygienists, and other staff. Conducts further research and studies. Develops draft regulatory language. Recruits participants, and plans and conducts Cal/OSHA-initiated advisory committee meetings and other meetings with stakeholders.

	Evaluates and responds in writing to oral and written stakeholder comments. Drafts formal rulemaking documents such as the proposed regulatory text, notice and initial statement of reasons. Collects supporting documentation on the economic impacts of regulatory proposals and conducts research to write economic rulemaking documents such as the form 399 and attachments. Determines whether standardized regulatory impact assessments are necessary by calculating whether costs or benefits exceed 50 million dollars. Supports and coordinates with contractors and Department of Finance representatives to obtain assistance developing and approval of economic analyses. Participates as technical advisor to OSHSB during public hearings. Analyzes and comments verbally and in writing on safety and health regulations developed by the OSHSB. Represents Cal/OSHA and provides comments and guidance during rulemaking advisory meetings initiated by the OSHSB. Completes rulemaking work in accordance with Labor Code and Administrative Procedures Act requirements such as prescribed deadlines and ensuring regulations are enforceable, compatible, consistent, clear, necessary, and non-duplicative.
20%	Provides clarification, guidance and supporting documentation to other Cal/OSHA units on the more complex, sensitive and unique occupational safety and health hazards and their control (including the interpretation and application of California Labor Code requirements and Title 8 regulations) in a wide variety of industries. Assists with enforcement investigations into occupational safety and health complaints and accidents, such as, collaborates on and conducts onsite inspections, reviews and makes recommendations on reports of the seriousness of alleged violations found, the appropriate method for measuring exposure to hazardous agents, and the validity of special orders and orders to take special action. Ensures guidance is consistent with Cal/OSHA policies and procedures, Title 8 regulations, and precedent-setting decisions. Serves as a witness and expert witness in administrative hearings before the Occupational Safety and Health Appeals Board. Researches and evaluates health and safety hazards that Cal/OSHA staff are exposed to, analyzes health and safety procedures used by other state and federal OSHA programs, and develops specific procedures and programs to promote the health and safety of Cal/OSHA staff. Plans and implements in-service trainings of Cal/OSHA staff on occupational safety and health hazards, controls and regulations.
15%	Provides technical assistance and collaborates with other government agencies and outside labor, management, and public groups, on the more technically complex, sensitive, and varied safety and health problems. Establishes and maintains liaison with outside groups and agencies to exchange information, consult, and engage in other forms of cooperation on the control of occupational health hazards. Researches health and safety hazards, controls and regulations. Conducts site evaluations. Collects and reviews materials such as Title 8 regulations, rulemaking documents, precedent-setting decisions, and scientific literature to assist other agencies and groups. Researches workplace hazards, controls and regulations; and conducts site evaluations. Consults with outside groups and agencies on engineering problems, and makes and secures recommendations for the prevention, elimination or control of hazards. Plans and implements seminars for industry and other associated groups. Represents Cal/OSHA at public meetings. Provides technical assistance to the Cal/OSHA Communications Unit and Consultation Branch to develop programs for the promotion of safety and health concepts. Develops Cal/OSHA publications. Analyzes and edits drafts of publications and websites proposed by the Cal/OSHA Communications Unit and other government agencies. Evaluates requests for clarification on the interpretation and application of Cal/OSHA health and safety regulations,

	and prepares written responses.
15%	Evaluates and analyzes variance applications for variances from Title 8 that involve the more complex, sensitive and novel hazards and controls. Communicates with the applicant and OSHSB staff to resolve issues such as incomplete or unclear applications. Researches and coordinates the comparison of existing, relevant Cal/OSHA regulations to other state OSHA regulations, federal OSHA regulations, other government agency regulations, and consensus standards. Researches the nature of the hazards and their control. Consults and conducts meetings with management, professional, and technical personnel, and makes and secures recommendations for the prevention, elimination or control of hazards. Collects and analyzes relevant documentation including scientific literature and statistical data. Initiates and coordinates complex, major investigations such as field or laboratory studies. Prepares a thorough, written evaluation report making recommendations for the denial, modification or acceptance of the variance. Proposes any necessary, additional controls beyond those suggested by the application. Ensures the evaluation supports the position of Cal/OSHA. Completes the evaluation in a manner that meets the applicable deadline and other requirements prescribed by the Labor Code. Represents Cal/OSHA and argues its position in variance hearings before the OSHSB.
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Percentage of Time Spent	**Marginal Job Functions**
5%	Perform other related duties as required to fulfill DIR and Cal/OSHA mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

This position requires the Senior Safety Engineer (SSE) to maintain acceptable, consistent and regular attendance at such a level as is determined at the Department's sole discretion. The SSE must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs. The SSE may be required to occasionally work more than 40 hours a week as necessary.

The position requires the SSE to communicate effectively (orally and in writing) in dealing with the public and other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave and conduct.

The SSE must maintain a high level of integrity, use sound and professional judgment, exercise initiative, and maintain objectivity. The SSE must consistently behave in an honest, fair and ethical manner. In addition, because this position interacts with a wide variety of people and is responsible for viewing, maintaining and communicating sensitive and confidential information, it is critical that the SSE maintains confidentiality and professionalism at all times, conducting themselves as representatives of Cal/OSHA.

This position is significant in that errors in judgment may result in significant and negative impact to the

safety and health of Cal/OSHA staff, employers, workers and the community.

Supervision Received

The SSE is under the direction of and receives assignments from the Principal Safety Engineer (Industrial) or designee.

Supervision Exercised

None

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

Work Environment

The work will primarily occur indoors in a large office environment within a high-rise building where access is achieved by elevator. The office environment will consist of cubicles, small offices, and file storage areas. The work will involve use of typical office tools such as computers, telephones, printers, scanners, staplers and filing apparatus. The work will involve exposure to typical office noise, extensive time spent in a stationary position, and repetitive movement involving personal computers, telephones and other equipment. The work will involve frequent interaction with coworkers. Work will require travel elsewhere in the state to training facilities and other workplaces (e.g. healthcare, manufacturing or construction job sites). Field work could involve significantly different conditions than described above, including exposure to hazards such as outdoor conditions in inclement weather, uneven terrain, heights, moving equipment, and biological, chemical and physical agents. Required travel would occur via private vehicle, state vehicle, or public transportation (i.e. automobile, airplane, etc.) and could include overnight travel within California. Occasionally the SSE will have to speak or make presentations to large groups.

The incumbent may be required to participate in mandatory health testing, such as regular testing for the virus that causes COVID-19 (SARS-CoV-2), in accordance with applicable DIR policies in effect.

Special Requirements/Other Information

None

Physical Abilities

The position requires the ability to remain in a stationary position for extended periods, including but not limited to, during meetings, training, or workplace inspections; and using a multi-line telephone console or a cordless telephone with headset.

The incumbent must move, traverse, and stand for extended periods of time, including but not limited to, on slopes, uneven, rough, wet, and/or slippery surfaces/terrain; constantly positioning self for bending; squatting; crouching; kneeling; stooping and twisting.

Ability to wear and use personal protective equipment, such as respiratory, foot, body, eye and hearing protection.

Additional Requirements/Expectations

Appropriate and professional dress while working in the office or field as appropriate, on video conference calls, and in state facilities.

Personal Contacts

The SSE will interact with a variety of personnel within Cal/OSHA, such as staff from Research and Standards, Enforcement, Consultation, Legal, Headquarters, Accounting, Contracts and Procurement, and Program Office units. The SSE will interact with staff from the Department of Industrial Relations and other divisions within, such as staff from the Occupational Safety and Health Standards Board. The SSE will interact with personnel from the Office of Administrative Law and Department of Finance. The SSE will also interact with workers, employers, industry representatives, labor representatives, the general public, and other local, state, and federal government agencies. Many interactions will involve the handling of sensitive and confidential information.

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

RL	11/9/2026
C&S Analyst Initials	Approval Date