

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

May 15, 2019

2. Department

Transportation - Caltrans

3. Organizational Placement (Division/Branch/Office Name)

Director's Office - Safety

4. CEA Position Title

Chief Safety Officer

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The Chief Safety Officer is responsible for the leadership, policy development, and coordination of the Caltrans Safety Program. The incumbent will provide oversight, leadership, and guidance as the Department's highest-level safety subject matter expert; coordinate across the Department with the development of occupational safety standards, training, and manuals in Construction, Traffic Operations, Maintenance, Administration's Office of Health and Safety and Surveys; direct preventive activities; lead compliance with Cal/OSHA and other regulatory agencies; ensure safety communications amongst the districts and divisions; conduct program evaluation and improvement; and lead safety planning. This position will work to establish, maintain and enhance a culture of safety throughout the Department, reinforcing for all employees that safety is the highest priority of Caltrans.

6. Reports to: (Class Title/Level)

Exempt - Chief Deputy Director

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st 2nd 3rd 4th 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the general direction of the Chief Deputy Director/Director the Chief Safety Officer (CSO) is responsible for the leadership, policy development, and coordination of the Caltrans Safety Program.

Cultivates awareness of established and emerging best practices, stays current in the field of occupational safety and health, advises the Directorate and other senior leaders on safety issues, and provides functional leadership and coordinates with Departmental Safety personnel in Construction, Traffic Operations, Maintenance, Administration's Office of Health and Safety and Surveys to provide functional direction, guidance and advice for implementation of safety policy and practice.

Coordinates the Department's Safety effort and establishes cross-functional, collaborative partnerships internally and externally to facilitate and advise on safety-related standards, manuals, and training throughout the Department, including the Injury, and other Department-wide safety documentation. Ensures safety personnel and the Caltrans Health and Safety Advisory Committee are kept up-to-date on Cal/OSHA regulations, Labor Code provisions, Uniform Building Code regulations, and other applicable health and safety laws, rules, and standards.

Serves as the liaison between the Administration Program's Office of Health and Safety, Construction, Traffic Operations, Maintenance, Surveys and the Director's Office on all Cal/OSHA and other agencies' regulations regarding employee safety. Works with Caltrans Legal on safety-related activities.

Directs a robust system of communication about safety policies, practices, concerns, and awareness, including internal marketing for safety awareness through available departmental communication channels including email communications, safety-related conferences and events, solicitation of employee feedback and innovations, and direction for emergencies or other extraordinary events.

Ensures continuous improvement and evaluations of safety practices within all areas of the Department. Chairs the Caltrans Health and Safety Advisory Committee to review policy, procedures, emerging issues, safety outcomes and to develop strategy for improving safety throughout the Department.

Leads the Department's safety planning and initiative efforts, participates in development of Department strategic plans related to Safety, acts as Chair for the Department's Health and Safety Goal, helps develop and implement specific strategic goals, objectives, and performance measures for all aspects of the Department's Safety Offices, and participates in Departmental goal task forces in support of Caltrans' Mission, Vision, and Goals.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: Caltrans' mission is to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. The Chief Safety Officer leads Caltrans' efforts to provide a safe and healthful work place for the Department's approximately 20,000 employees and the traveling public. This position will work to establish, maintain and enhance a culture of safety throughout the Department, reinforcing for all employees that safety is the highest priority of Caltrans, that leaders are specifically concerned about each employee's safety, and that the Department is continually learning and adapting to new information, policies, and the work environment to improve occupational safety and health.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The Safety of Caltrans employees and the general public has always been incredibly important to the Department. By 2027, Caltrans will repair / replace 17,000 miles of pavement, 55,000 culverts or drains, 7,700 signals, signs and sensors and 500 bridges due to funding received from Senate Bill 1 (SB1). An increase in transportation projects has led to more workers on the roads, and unfortunately more opportunities for worker fatalities on the roadways due to errant drivers. Over the last five years, there have been 3,000 lives lost in work zone collisions nationwide, and in the last year Caltrans has lost one of their own maintenance workers, as well as four contracted employees in work zone fatalities.

The Chief Safety Officer will be the Project Manager on two new safety initiatives for the Department - The Employee Strategic Safety Initiative and the Safety with Industry Initiative. The Employee Strategic Safety Initiative involves various focus groups that will be engaged throughout Caltrans' 12 districts and Headquarters programs. Employees from all divisions/programs are included in these focus groups. The Project Manager and a cross functional team will lead the focus groups with all areas of Caltrans and document all employee concerns and create work plans to address these to ensure safety needs are met for every area. The Safety with Industry Initiative involves the 23 main initiatives learned from the recent Safety Summit with various industry professionals. The CSO will be tasked with leading the discussion on these 23 initiatives, as well as creating work plans to implement new safety processes or policies when and where appropriate. This effort is department wide and requires all divisions to have input in order to successfully implement new policies and procedures. The Department is working closely with Industry to create a safer work zone for all, and the CSO will be an integral part of maintaining cooperative working relationships with various industry leaders in safety.

While increases in technology have been a great assistance to the safety of employees and motorists, the increase has also led to new dangers that continue to need to be addressed through new policies in order to ensure that fatalities for workers and motorists continue to decrease. All of these circumstances have led to an increased workload and demand for higher safety for highway workers and motorists, and has brought forth the need for a dedicated CEA to oversee the program who can interpret and develop policies and procedures based on new Cal/OSHA laws and regulations, Uniform Building Code regulations, Labor Code provisions, other applicable health and safety laws, rules, and standards, and on new research discovered through various Health and Safety forums and focus groups.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

With the increase in workers on the road working on projects over the next decade, safety has become an even more paramount concern for the Department. One of the biggest hazards of those workers completing these projects, is from motorists who do not exercise caution while driving where highway workers are present. Additionally, if a worker from our Department acts carelessly, they could put the motoring public at risk of injury/death. The CSO will be responsible for developing and implementing new policies and procedures related to the safety of both Caltrans and/or contracted maintenance workers as they work to repair and replace pavement, drains, signs, signals and bridges; as well as ensuring the safety of the traveling public during all of these updates to our roadways.

At the recent Safety Summit, there were 23 initiatives that the Department identified as major points of concern that need to be discussed and addressed, with three having been identified as top priority. The Chief Safety Officer will develop and implement policies in relation to reducing speeds in work zones, increasing the use of buffer lanes, and extended work window hours. Additionally, the Department has engaged focus groups across all 12 district and Headquarters programs to learn of employee safety concerns. The Chief Safety Officer will be the Project Manager over the cross functional team that has been identified to develop work plans and establish strategies and policies to address these concerns, create new safety processes, and enhance ones currently in place.

The Chief Safety Officer will be involved in the evaluation, amendment and implementation of the following policies:

New Technology Implementation - In order to ensure the safety of Caltrans' employees in work zone areas, as well as the traveling public, it is important that we provide a transportation system that provides optimal public service and that we incorporate useful innovation. The Chief Safety Officer will be an integral part in the research of these new transportation technologies that will consider both urban and rural needs and concerns. Due to the rapid development of transportation technology, the CSO will be responsible for reviewing all current policies and ensuring that they are up to date, as well as be responsible for developing and implementing new policies as advances in technology and tools occur.

Context Sensitive Solutions - Due to California's diverse terrain and population, the CSO will be responsible for overseeing innovative policy solutions that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance and performance goals. Context sensitive solutions are reached by facilitating a collaborative, interdisciplinary approach involving all stakeholders.

Intelligent Transportation Systems (ITS) - Used to improve the safety and efficiency of transportation systems and mobility throughout the State. The CSO through policy governance, will support deployments of integrated, ITS-based transportation services in the State, allow ITS stakeholders to coordinate services, make the best use of limited resources, and engage in long-term planning for technology solutions to transportation problems.

Freeway System Management - The freeway system is a major element of a total transportation system, and represents a considerable investment of public resources. It is essential that the freeway system, both urban and rural, be managed to realize its full potential. The CSO will be responsible for ensuring the department employs management strategies that maximize the capacity to move people, goods and information through the freeway system by the most safe and efficient methods.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The position's sphere of influence affects the safety and health of a statewide staff of approximately 20,000 employees. The Chief Safety Officer has regular contact with all levels of leadership within Caltrans, including the Directorate, District, and Program management, as well as with Safety Managers and Officers across the state in several different programs and divisions. In addition to internal stakeholders, this position will also represent Caltrans when meeting and collaborating with various outside agencies including the Department of Industrial Relations, Division of Occupational Safety and Health, safety leaders in other departments and other state and Federal Departments of Transportation, industry and academic safety experts, consultants, contractors, auditors, attorneys, legislators, and local government officials.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

This position will need to interpret existing policies, as well as develop and implement new policies as advancements in safety research and technologies occur in order to continually ensure the safety of Caltrans employees and the traveling public. The Chief Safety Officer will also be the Project Manager of Employee Strategic Safety Initiative and the Project Manager of the Safety Initiative with Industry. Managing both of these safety projects will require the development and implementation of a multitude of new policies across the state.