

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION District Manager		WORKING TITLE District Manager		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Enforcement District Office	
ASSIGNED SPECIFIC LOCATION DOSH Enforcement Fresno District Office				POSITION NUMBER 400-403-3893-039
BARGAINING UNIT S09	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the direction of the Regional Manager with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Enforcement Branch, the District Manager has full supervisory and oversight responsibility of a local (and in some cases, a Field office) DIR-DOSH Compliance District Office without detailed supervision or review. The District Manager supervises, plans, schedules, directs, assigns, evaluates, and reviews the work of a multi-disciplinary staff composed of Office Support (e.g. OA, OT, and/or MST), safety engineers and industrial hygienists, engaged in the administration and implementation of the Cal/OSHA program. The District Manager is responsible for the training, upward mobility, and maintaining discipline of employees under their supervision. The District Manager ensures that the office functions and operates daily in accordance with DIR-DOSH directives, rules, policy and procedures and that staff promotes DIR-DOSH Mission, Vision, Values, and Goals. The District Manager sets priorities, evaluates the performance of all staff, and travels throughout an assigned area of the State.

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

Percentage of Time Spent	Duties Essential Job Functions
45%	Plans, supervises, directs, coordinates, evaluates and reviews the work of all staff and make major decisions; Provides day-to-day leadership and works with staff to establish priorities that align with DIR-DOSH's mission, strategic plans, goals, mandates, expectations, and values; Provide continuous feedback to staff that highlight performance successes and develop action plans to correct deficiencies and performance gaps; Communicates corrective action plans verbally and in writing with staff to correct deficiencies and performance gaps; Take appropriate disciplinary action, subject to management concurrence, to address staff performance deficiencies, in accordance with the Department's rules, policies, and labor contract provisions; Identify, develop, and implement leadership strategies that enhance staff performance, efficiency, and productivity; Instructs and trains staff on their job duties, DOSH Compliance policy and procedure, directives, and memorandums; Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities; Review, analyze, create and maintain confidential, sensitive and administrative files and logs; Supervises and directs safety and health letter inspections and onsite field inspections; Supervises and directs all fatal and serious accident injuries and illnesses inspections and the analysis including but not

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	<p>limited to, fact gathering, fact analysis, conclusion drawing, and counter measures, to determine causes and the means of preventing recurrences; Review the work product of all staff for quality, thoroughness, accuracy, neatness, organization, effectiveness, sound professional judgement and compliance with DIR-DOSH directives, memorandums, and policies and Compliance Policy and Procedure manual; Work with staff to address and correct deficiencies in their work; Research, review, analyze, interpret and determine the seriousness of violations in accordance with the division policies and procedures and directives; Monitor and track the implementation, progress, and completion of assignments to ensure deadlines are met; Monitor, track and ensure that staff accurately, correctly and timely enter data in OIS and other required database systems; and Conducts a detail assessment of all incoming work and assigns timely to all staff.</p> <p>25% Works cooperatively and collaboratively with the public, other government agencies and all other individuals and entities doing business with DIR-DOSH; Oversees implementation of new regulations and procedures; Reports findings of difficult and sensitive problems and complaints to the Regional Manager with recommended corrective actions; Consults frequently with the Regional Manager regarding office operational and staff performance; Conducts, including but not limited to, Informal Conferences, Pre-Hearing Conferences, and Status Conferences; Ensures that safety engineers and Industrial Hygienist are prepared for hearings; Review and analyze daily, weekly, and monthly OIS performance reports; and Work with a multi-discipline team (e.g. Nurse, Physician, Toxicologist, Attorney, Senior Safety Engineer, and Senior Industrial Hygienist).</p> <p>15% Prepare clear, accurate and concise correspondences, technical reports, and records; Provide to Regional Manager monthly summary reports on progress towards meeting DIR-DOSH goals and plans and statistical reports concerning staff workload and performance; and Serve as the custodian of records for the district office.</p> <p>10% Prepare and conduct monthly staff meetings; Attends and participate in scheduled training and meetings; Participates in the development and implementation of goals, objectives, policies, and priorities for the program; Represents the Division at appeal hearings before the Occupational Safety and health Appeals Board; Recommends to the Regional Manager criminal investigation of the employer; Testifies before the Occupational Safety and Health Appeals Board, State Labor Commissioner, Worker's Compensation Appeals Board, and Criminal Court hearings; and Accurately complete and submit to management in a timely and appropriate manner, monthly absence and additional time worked reports, job-related travel expense claim, time off request, training request, and yearly PAS reports.</p>
<p>Percentage of Time Spent</p>	<p>Marginal Job Functions</p>



5%

Represents the division at professional meetings/conferences of professional and community groups, state, and other governmental agencies and Perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The District Manager must maintain a high level of integrity, professionalism, confidentiality, resourcefulness, dependability, thoroughness, and accuracy; use sound professional judgment, exercise initiative, and objective action. This position is significant in that errors in judgement may result in significant and negative impact to the safety and health to staff and the community.

The District Manager will 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 department/division, directives, policies and procedures. Behave consistently in an honest, fair, and ethical manner. Must maintain regular and acceptable attendance at such level as determined at the Department's sole discretion. District Managers travel throughout the State, primarily in an assigned area of the District Office to do field work, attend meetings and trainings which include overnight to multiple night stays.

Supervision Received

This incumbent works under supervision and receives the majority of assignments from the Regional Manager

Supervision Exercised

The incumbent is responsible for supervising professional and administrative level staff in the district office.

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

Work Environment

Primarily works in an office setting that is air conditioned, with cubicle workstations exposed to natural and artificial lighting. Daily use of computers, office equipment, and telephone.

May also work at a field site that has the potential for exposures to safety and health hazardous substances, and may involve, working outdoors 8 hours or more per day in a wide range of weather conditions (e.g. rain, strong winds, heat, and cold).

Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel may be required.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Division. Additionally, all DOSH employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

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.

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Physical Abilities

The position requires the ability to sit/stand for extended periods of time; bend, walk, and stoop; move and transport safety equipment and supplies up to 50 lbs.; work at a computer for extended periods of time. The incumbent will be required to use office equipment including, but not limited to, a personal computer, telephone, and multi-function copy machine.

Ability to pass a respiratory physical exam and wear a full face or half face respirator.

Additional Requirements/Expectations

N/A.

Personal Contacts

The incumbent is expected to work cooperatively with all levels of DOSH management and staff, other government agencies, and stakeholders, such as Union Representatives, Advocacy groups, and the public to provide the highest level of service possible.

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 Diversity and Inclusion Office.

Employee Name

Employee Signature

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

Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials

Approval Date