

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Manager, Injury and Accommodations Unit</b>	
		Division and/or Subdivision <b>Human Resources</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Sacramento</b>	
		Class Title of Position <b>Staff Services Manager I (Supervisory)</b>	
		Position Number <b>541-033-4800-004</b>	
		Effective Date <b>September 1, 2018</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the general direction of the Manager, Occupational Health and Wellness Program, with Human Resources, the incumbent is responsible for directly supervising the staff responsible for the development and implementation of a comprehensive, efficient, and effective statewide workers' compensation, reasonable accommodation, and ergonomics program. Specific duties include but are not limited to:</p> <p>*Develop, plan, organize, and direct the work of analysts performing duties in the Injury and Accommodations Unit. Provide statewide expertise, oversight, and functional guidance to the Region Administrative Officers and Return-to-Work Coordinators. *Work cooperatively with Region, Unit, and Headquarters staff identifying Department needs, establishing program goals and objectives, responsibilities, and accountability. *Actively participate in accomplishing these goals and program needs using team-based project management tools, techniques, and principles. *Evaluate employee performance, prepare and deliver performance evaluations, and apply corrective action when needed. *Provide initial program orientation to new employees, assess training needs of staff and arrange or provide appropriate instruction.</p>		
25%	<p>*Oversee, monitor, and track workers' compensation expenditures statewide, ensuring the expenditures are accurate, and providing an analysis of expenditures with recommendations to reduce costs as necessary. *Develop annual workers' compensation goals and objectives. Participate in monthly manager meetings with State Fund and CalHR. *Work closely with the Safety Program providing statistical information along with expertise on prevention of injuries and injury trends. *Assist with quarterly and annual program reports. *Assess, develop, revise, and maintain Department policy, procedures, guidelines, best practices, and Intranet resources involving workers' compensation, reasonable accommodation, and ergonomics program areas. *Prepare legislative bill analysis. *Ensure overall business practices and improvements are providing injured employees appropriate benefits while maintaining CAL FIRE's fiscal integrity.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE 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 department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <b>Willingness to travel (10%), primarily to our Training Center in lone; however occasional overnight and weekend travel/work to our field units might be necessary.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only	<input type="checkbox"/> Posted to Directory		
_____ Initials and date			

Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

- 20%      \*Oversee the development, management, and implementation of the statewide reasonable accommodation program. \*Assess, develop, revise, and maintain Department policy, procedures, guidelines, forms, and Intranet resources involving the reasonable accommodation program. \*Act as a subject matter expert, working with other Labor and Human Resource experts, providing statewide consistency and direction to Headquarters, Region, and Unit personnel involving complex medical and disability cases.
- 10%      \*Work closely with the IT Program involving system modifications involving the Injury and Assessment Prevention System (IAPS), serving as a resource and technical advisor, assisting staff as needed. \*Provide ad-hoc reports involving injury and illness trends as requested and conduct user testing.
- 10%      \*Oversee the development, management, and implementation of the statewide ergonomics program, educating department staff on legal requirements and ensuring the Department is compliant with applicable laws, statutes, regulations, and memorandums of understanding (MOU).
- 5%      \*Oversee and assist staff in assessing, developing, revising, maintaining and delivering applicable training curriculum, and perform special projects or assignments as assigned, in accordance with the class specification.

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