DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-198 (0011) INSTRUCTIONS: The Director is required by Government Code Section 1801 6.2 to report (or to necod)**			I.W. 12 T21 (D. 22		
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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Manager, Injury and Accommodations Unit		
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, develop applicable training curriculum, and perform spe accordance with the class specification.			
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