

**DUTY STATEMENT**Duty Statement  
Supervisory / Managerial Classifications

State Compensation Insurance Fund

Employee's Name (First, Last)	
Program <a href="#">Safety &amp; Health Services</a>	Work Unit <a href="#">Loss Prevention</a>
Position's Authorized Classification (and Range) <a href="#">Area Manager, CalOSHA Consultation Service</a> CBID: S09	Report To <a href="#">Regional Manager, Div of OSH</a>
Position Title <a href="#">Loss Prevention Manager</a>	Position Serial Number <a href="#">###.###</a>
Incumbent Appointment Classification (and Range) <a href="#">Area Manager, CalOSHA Consultation Service</a>	CBID <a href="#">Select from list:</a> FLSA Status <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

**PURPOSE/SCOPE:**

**Briefly describe or summarize the position's major functions. Why the position exists?** Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (*degree of supervision*), perform the full range (*scope*) of varied, sensitive\*\*, and complex\*\* (*level of work*) analytical and consultative work necessary to effectively administer the program's \_\_\_\_\_ function (*reason for the position*).

\*\* "Sensitive" and "Complex" should be defined

[Under the general direction of and in collaboration with the Regional Vice Presidents in Field Operations, supervise a multi-disciplinary team of Associate Loss Prevention Consultants/Engineers, Industrial Hygienists, and Ergonomists engaged in consulting and training activities designed to assist employers/policyholders to reduce employee injury/illness potential and workers' compensation costs.](#)

**Supervisor's Statement:** I have discussed the duties of the position with the employee

Supervisor's Name (Print)	Supervisor's Signature	Date
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**Employee's Statement:** I have discussed with my supervisor the duties of the position and have received a copy

Employee's Name (Print)	Employee's Signature	Date
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Duty Statement Origination or Revision Date [September 29, 2025](#)

**KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position** in order of their importance to achieve the purpose/scope of the position.

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will

- comply with the Code of Conduct and
- maintain regular and predictable attendance and/or communication availability during working hours.

*The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.*

30%

- 1) Supervise (recruit/hire, train/develop, direct, support, evaluate and discipline) a staff of qualified and high performing staff . Review work product and provide feedback. Ensure talent development within function.  
(This is an essential function of the job)

30%

- 2) Plan and monitor optimal performance, workflow processes and workload balance among staff.  
(This is an essential function of the job)

- a) Promote early identification, intervention and recommended action on operational problems
- b) Provide leadership and direction to implement changes (e.g., new technologies, systems, programs, procedures, workflow processes). Ensure that employees receive training as needed or required
- c) Review/monitor workload to identify and address issues, needs and results. Maintain management reports
- d) Collaborate as needed with leadership team and other stakeholders to address issues and to promote consistent and fair management practices

20%

- 3) Provide consultative services such as training, presentations, promotional activities, and respond to correspondence and questions about safety and health issues directed to State Fund.  
(This is an essential function of the job)

10%

- 4) Provide bi-lingual services to insured policyholders in the course of providing safety services, to the general public as part of State Fund's safety seminar program and in support of State Fund's web based safety resource center.

10%

- 5) Coordinate and participate in special projects

- a) Lead special projects or committees. Provide analysis and recommendations on loss prevention issues
- b) Coordinate or participate in internal safety efforts

100%

## REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

### KNOWLEDGE AREAS:

1. Proficient knowledge of the principles and practices of safety engineering and health sciences, operations, methods, equipment and safety devices applicable to various types of employment
2. Working knowledge of the purposes, organization, and activities of the Department of Industrial Relations and the CalOSHA program, applicable labor laws and compensation laws
3. Proficient knowledge of occupational accident and illness prevention techniques
4. Proficient knowledge of workers' compensation laws and regulations and the California Labor Code
5. Proficient knowledge of State Fund loss prevention advisories, guidelines, and procedures
6. Proficient understanding of various State Fund functions as they impact loss prevention
7. Working knowledge of current management principles and practices, human resources management and supervision as well as State Fund's equal employment principles and guidelines
8. Working knowledge of State Fund standard software applications
9. Working knowledge of project management, organizational and team-building principles

### SKILLS/ABILITIES:

Skill/Ability to lead, supervise, direct, train, develop, monitor, motivate, appraise, and discipline staff

Skill/Ability to design, plan, and implement policies, procedures, and workflow processes

Skill/Ability to achieve results according to objectives

Skill/Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of "stakeholders"

Skill/Ability to influence others and negotiate agreements and consensus among project partners, work peers, and other stakeholders

Skill/Ability to evaluate information and analyze data correctly to support and defend decisions and recommendations

Skill/Ability to coordinate, facilitate, and make presentations

Skill/Ability to develop, provide, and monitor training

Skill/Ability to manage multiple projects and tasks

Skill/Ability to handle stressful situations while being firm but tactful

Skill/Ability to plan, organize, direct and evaluate the work of a team providing consultation services to drive prevention efforts

### WORK ENVIRONMENT:

#### Physical Requirements

Incumbent works in the usual office environment.

Computer data entry, frequent light lifting, bending, reaching, carrying, and telephone work; mobility to various working areas

May be expected to wear Personal Protective Equipment (PPE) such as safety goggles, hard hat, and steel-toes shoes.

\*\* This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making

or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter. \*\*

### Travel

Travel to and access insureds' job sites.

Travel to various work sites and locations for training and/or meetings.

Travel conditions may include urban and/or rural areas and could involve walking over uneven surfaces or climbing stairs.

Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Travel may occasionally be from overnight to five days in duration

### Emergency call backs

Not Applicable

### Work Hours