

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Return-to-Work Manager	
		Division and/or Subdivision Northern Region Headquarters	
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 Redding, Santa Rosa, Sacramento	
		Class Title of Position Supervisor I	
		Position Number 541-101-4800-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under the direction of the Supervisor II, the Return-to-Work Manager is responsible for coordinating the work of the Northern Region Return-to-Work (RTW) program. The program consists of RTW, the Respiratory Protection Program (RPP), and the Ergonomic Evaluation program. The incumbent directly supervises three Analyst II, two Analyst I, two Management Services Technicians and one Office Technician. Serves as an advisor to the Manager II, Supervisor II, the Unit Administrative Officers (AO) and Unit Chiefs in matters relating to all program areas.</p> <p>WORKERS' COMPENSATION (RETURN TO WORK)</p> <p>*Supervises and directs staff responsible for the Return-to-Work Program in Workers' Comp; ensures compliance with applicable laws, rules, codes, contracts, and procedures from initial notification process to settlement of claim. *Advises staff, unit AO's and unit Supervisor I's and RTW Coordinators in all phases of case management from electronic worksheets through completion of case in case management. *Meets with employees, attorneys, and units regarding options when an employee cannot perform their essential functions of their job. Ensures injured/ill workers RTW as soon as possible. Ensures timely and thorough review of Settlement Authority Requests and hold and/or delegate \$49,999 in settlement authority. Works collaboratively with the Sacramento Occupational Health program and with Southern Region Counterpart.</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>		
Equal Employment Opportunity (EEO) Statement: 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: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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%	<p>RESPIRATORY PROTECTION PROGRAM (RPP)</p> <p>*Manages CNR's RPP program, including supervision of program staff. Ensure timely, effective service is provided to program users. Ensure regular, consistent reporting to the Unit AOs on their Unit's Medical Status. Provide clear and consistent messaging and direction to the Unit RPP coordinators. *Resolve issues with compliance, pursue resolution of service issues with 3rd party clinics, and address program problems immediately to minimize impact to operations. Work collaboratively with program partners in the Medical Assessment Unit, and with Southern Region counterpart.</p>
20%	<p>SUPERVISION</p> <p>*Control, track and manage staff workload. Responsible for quality assurance/quality control of work in assigned program areas. Provide staff training and any resources needed to perform assigned work. Develop staff in their current position and assist with their career development. *Conduct performance evaluations and other performance management and progressive discipline as needed to ensure satisfactory staff performance and conduct. *Ensure accountability of all staff during their work hours, manage leave requests, and review and approve staff timesheets. *Ensure staff compliance with mandated training.</p>
10%	<p>ERGONOMIC EVALUATIONS PROGRAM</p> <p>*Maintains staff ergonomic evaluation training and a system so all units and the region offices have access to evaluations. Ensures timely response to requests for evaluations, and that resulting reports are thorough, consistent and understood.</p>
5%	<p>*Provide training (or delegate to staff) for Unit and Region office personnel in all program areas, and other forums as requested. Maintain training and materials with the most current information and share widely. Other duties as assigned.</p>

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Job qualifications and/or conditions of employment: **This position requires travel to various locations throughout the state. May be required to work nights, weekends, and holidays.**

"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	