

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.

40%

- 1) Provide journey level safety and health services to policyholders/accounts with operations that present more difficult and complex** risk conditions
(This is an essential function of the job)
 - a. Contact assigned accounts and complete on-site visits per Safety and Health Services' policy and procedure to evaluate the safety needs of more difficult and complex risks. If an on-site visit is not appropriate, document reason(s) via LPRO and/or other appropriate information management system
 - b. Conduct on-site visits on newly assigned accounts to evaluate workplace hazards and the safety and health competence of the policyholder using Safety and Health Services' safety scoring methodology. Evaluations will include:
 - i. Analysis of the risk presented
 - ii. Analysis of injury trends
 - iii. Develop recommendations with specific actions policyholder is to take to mitigate identified risks and injury trends per Loss Prevention policy and procedure
 - c. Manage policyholder compliance with recommendations. Provide subsequent/follow-up servicing/consultation to ensure that recommendations are implemented
 - i. Maintain communication to influence/encourage the policyholder to implement recommendations, based on the methodology established by Safety and Health Services
 - ii. Provide instruction and advice to policyholder and/or policyholder employees on difficult and complex injury and illness prevention issues and identification and correction of safety and health hazards
 - iii. Report difficulties in resolving technical issues or managing policyholder compliance with recommendations to and obtain assistance as needed from Senior Loss Prevention Engineer or Loss Prevention Manager
 - iv. Ensure that imminent and serious hazards are corrected with appropriate urgency
 - d. Request specialized services necessary to address risks beyond expertise-level which may include the Senior Loss Prevention Engineer, Industrial Hygiene and/or Ergonomic services
 - e. Under the general supervision of the Loss Prevention Manager conduct accident investigations for significant claim events as assigned

30%

- 2) Serve as a technical resource. Develop and maintain professional competencies
(This is an essential function of the job)
 - a. Serve as a technical resource to other Loss Prevention Consultants as needed. Assist Senior Loss Prevention Engineers and management as requested
 - b. Collaborate with Loss Prevention Engineers, Senior Loss Prevention Engineers in coordinating, implementing and monitoring safety training for Loss Prevention Consultants and other Field Operations positions.

- c. Collaborate with a Senior Loss Prevention Engineer or Loss Prevention Manager to evaluate, impact of service delivery on accidents and losses of employers who receive loss prevention site visits
- d. As requested, give technical advice concerning safety and health issues presented by the installation of large, expensive or complicated equipment
- e. Meet with management, labor, and/or public groups interested in promoting safety and health programs. Assist in setting up their safety and health programs
- f. Prepare written educational materials for Loss Prevention staff, articles for publications to staff, policyholders, and the general public. Give talks about workplace safety and health before interested groups
- g. Coordinate of out-of-region services to ensure that safety services are provided in a timely manner.
- h. Maintain professional competencies by adhering to corporate training policies and procedures and remaining up-to-date on current occupational safety and health information

10%

3) Document safety services internally and externally
(This is an essential function of the job)

- a. Document all loss prevention services provided in LPRO and other appropriate information management systems with factual and objective information in a timely manner, according to Loss Prevention policy and procedure
- b. Send the policyholder and broker (if broker account) correspondence identifying the hazards, services provided, and recommendations made at the time of service per Safety and Health Services' policy and procedure
- c. Ensure all assigned accounts have a current Risk Assessment and correspondence as appropriate, according to Safety and Health Services' policy and procedure
- d. Routinely review assigned accounts for changes in status, rise in loss trends, and increase in loss frequency
- e. Submit any Loss Prevention unit documentation or reports requested by management within agreed upon timelines

10%

4) Coordinate and participate in special projects and committees

- a. Coordinate special projects as assigned by the Loss Prevention Manager
- b. Lead special projects or committees.
- c. Provide analysis and recommendations on loss prevention issues

10%

5) Provide bilingual translation services

- a. Services may consist of, but are not limited to, translation of safety training for the public and insured policyholders, translation services for injured workers, translation of safety publications and internal requests for translation services.

100%

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

KNOWLEDGE AREAS:

Proficient knowledge of State Fund's Loss Prevention policies and authorized procedures

Working understanding of various State Fund functions as they impact loss prevention

Working knowledge of State Fund standard software applications

Proficient knowledge of California workers' compensation and occupational safety and health laws and regulations

Proficient knowledge of the principles, practices, and methods of construction, electrical, and industrial engineering, including those specifically applicable to safety engineering

Proficient knowledge of the operations, methods, equipment and safety devices used in workplaces and

occupational health and safety hazards associated with construction, electrical, and industrial disciplines

Proficient knowledge of the methods and techniques used in safety inspections, accident prevention, consultation, training,

and technical report writing associated with the construction, electrical, and industrial disciplines

SKILLS/ABILITIES:

Ability to assess workplace injury/illness risks based on understanding of business operations to improve safety

Ability to interpret charts and graphs and mechanical relationships

Ability to interpret California laws and regulations relating to workers' compensation and occupational safety and health issues

Ability to interpret State Fund operating policy and procedure

Ability to analyze issues, interpret and apply laws/regulations and policies and procedures to proactively make and support decisions

Ability to effectively work with relate and network with other people

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

Ability to manage multiple projects and tasks

Ability to develop, provide, and monitor training

Ability to coordinate, facilitate, and make presentations

Ability to work independently and as a team with co-workers and management to address and resolve issues

Ability to act in a lead capacity to train and be a technical resource to management and staff

WORK ENVIRONMENT:

Physical Requirements

Incumbent works in a telework environment and at policyholder work site locations.

Electronic 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

Occasional lifting, bending, climbing, reaching, pushing and pulling equipment

Prolonged walking and standing for up to two hours at a time

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

Work hours may vary.

Will occasionally involve work in the evenings