State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Supervisor I	Data Integrity Supervisor

PROGRAM NAME	UNIT NAME
Division of Occupational Safety and Health	Cal/OIS Data Integrity and Interface Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 418-4800-904

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
S01	E	No	Yes	No

General Statement

Under the general direction of the Supervisor II with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH aka Cal/OSHA), the Supervisor I supervises the Data Integrity Unit and the team's planning, organization, and completion of work activities. The incumbent is responsible for managing and coordinating the review of data for inconsistencies or anomalies that could skew analytical results, timely update of information, and streamline data collection, reporting and analysis procedures to ensure fast access to metrics and other reports (Key Performance Indicators/KPI). This role ensures the accuracy, security and reliability of the database and software platforms by setting validation policies, fixing workflow errors, and running routine audits. The incumbent briefs and advises the Supervisor II and division management on the productivity, effectiveness and efficiency of the Cal/OIS system; exercises a high degree of initiative, independence of action, and originality, and demonstrates tact and good judgment.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
40%	Directs, supervises, and coordinates the activities of a team of analysts performing analysis work and providing technical expertise in the development and implementation of business process improvement services for all DOSH programs and personally performs the most difficult or sensitive work. Works with their team to identify key processes using appropriate strategies to upgrade workflow performance which includes policy/procedure development and revisions, process mapping, establishing efficient intake processes, while updating standard operating procedures and resources on the DOSH Intranet and other DOSH related systems for long-term business success. Creates and enforces policies for effective data management with input from the Supervisor II and/or DOSH program management. Creates reports and develops, tracks and analyzes all organizational KPIs. Develops specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data.

	Provides project management; develops project plans and detailed project objectives; develops and guides project timelines; assess and manage risks; manages issues. Provides advanced level support for the data, analysis, and database related issues. Identifies, analyzes, and interprets trends or patterns in complex data sets. Reviews data quality reports and reconciliation reports to ensure accuracy and consistency
30%	Works collaboratively with the team through open communication to complete assignments, tracking project milestones, developing, and implementing action plans, and ensuring deliverables are met, effectiveness is measured, and processes are standardized. Assists the team with troubleshooting issues as they arise. Provides guidance in identifying root causes and implementing solutions. Support timely resolution to minimize disruptions in workflow. Plans, organizes, directs and provides supervisory review of assignments and duties performed by staff. Complies with State and Federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Establishes performance expectations for all staff and evaluates their performance. Develops staff work plans, monitors, and evaluates progress, and ensures key milestones are met and on schedule. Develops appropriate section short and long-term goals, strategic and operational plans, and objectives to meet administrative and organizational objectives. Monitors, organizes, directs, and evaluates the quality and quantity of the unit's work and makes changes to ensure a productive work environment. Supervises staff in the management of workload and recommends appropriate courses of action; and develops research and analysis skills of subordinate staff through mentoring and training. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Trains, develops, and provides leadership to staff on a variety of administrative topics and techniques. Provides constructive feedback to improve the quality of the research and analysis performed by staff. Assigns staff work, establishes work priorities and performance standards. Provides staff with direction, guidance, assistance, and appropriate tools to perform their job duties. Evaluates and reviews the work of all staff and make major decisions; reviews and approves records, logs, and technical reports prepared by staff for completeness, thoroughness, accuracy, organization, neatness, quality, and quantity; reviews and approves staff’s analytical data and other reports prior to submittal to DOSH and DIR management for publication or release to the public or Federal OSHA.
15%	Works closely with the DOSH management team providing technical expertise and supporting business processes as a business program contact at meetings. Acts as a subject matter expert for all process improvement methodologies and strategies. Locates and defines new process improvement opportunities. Monitors and analyzes information and data systems and evaluates their performance to discover ways of enhancing them (new technologies). Provides technical support in the planning of new database systems including hardware, operating systems,

	licensing, and storage requirements for new systems for DOSH programs. Researches, plans, installs, configures and tests new data related systems with DIR IT; maintains and upgrades existing systems. Reviews and provides insights for the institutional data repository to cater for current as well future demands. Ensures compliance with the Cal/OSHA regulations and policies. Acts as a liaison between program and DIR IT.
10%	Coordinates resolution meetings for escalated portal support cases. Serves as a liaison for issues raised by external users and employers. Ensures timely follow-up and resolution of escalated concerns. Conducts user training on a group or individual basis as needed. Coordinates assigned functions with and provide support to other departments, other jurisdictions and agencies, and the general public.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other related duties as required to fulfill DIR-Cal/OSHA mission, goals, and objectives

Conduct, Attendance, and Performance Expectations

The incumbent must maintain consistent and regular attendance; communicate effectively (orally and in writing) and with tact in dealing with the public and/or other employees; maintain confidentiality at all times; handle sensitive and confidential materials and matters in a professional manner; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner and adhere to departmental policies and procedures. Some travel throughout the State is required to conduct and attend trainings and meetings and include overnight to multiple night stays.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Supervisor II. The incumbent may also receive assignments from the Chief of Cal/OSHA.

Supervision Exercised

The incumbent directly supervises a team of Analysts I.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, low-rise office building with natural and artificial lighting. In addition, the incumbent works in a cubicle close proximity to others. The incumbent must work extensively on a computer to draft documents, conduct research, and prepare email communication, among others.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and anyone they come into contact with during work hours, during work-

related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The position requires the ability to remain in a stationary position for extended periods of time to work at a computer; move objects up to 15 pounds; use office equipment including, but not limited to, a personal computer, telephone, and multi-function copy machine; travel.

Additional Requirements/Expectations

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DOSH. The incumbent must demonstrate the ability to use the Internet, email, desktop applications and presentation software to complete assignments. The incumbent must ensure adherence to security and data confidentiality guidelines.

Personal Contacts

The incumbent will have direct and frequent interaction with all levels of Cal/OSHA management and staff, and DIR IT. The incumbent may occasionally interact with members of the public, representatives from other state agencies, and various stakeholders.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date
RL	8/7/2026