



Position Information

Employee Name:

Position Title:

Ergonomics Consultant

Program:

Safety & Health Services

Work Unit:

Ergo/IH Unit

Classification:

Associate Safety Engineer

Report To:

Area Manager, CalOSHA Con Serv

Collective Bargaining Identifier (CBID):

R09

Fair Labor Standards Act (FLSA) Status:

Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Not applicable.

Bilingual Position: Not applicable.

Rotational Assignment: Not applicable.

Program Information:

Safety and Health Services provides comprehensive services to our policyholders in alignment with the State Fund mission to lead the Workers' Compensation industry. We proactively engage with policyholders to help them create safer workplaces for all their employees and supply resources necessary to achieve and maintain effective safety practices.

Purpose/Scope:

Under the direction of the Area Manager, this position performs professional ergonomic evaluations of policyholder operations and of state contract operations when requested. These evaluations involve the recognition and control of safety hazards related to musculoskeletal injury risk exposures of a more sophisticated nature, beyond routine office settings, such as evaluation of complex industrial processes. Incumbents provide written reports to policyholders and brokers, as appropriate, describing the evaluation, methods, findings and recommendations.

Appropriate follow-up is performed to ensure that risks and hazards are remediated. Ergonomic evaluation and intervention are integral to controlling risk of our policyholder population. This position also provides research services, information and technical support for State Fund loss prevention personnel. This position may also conduct seminars, training workshops and other training on occupational safety and health issues. Incumbent may be assigned special projects, write safety articles, and serve on internal State Fund committees.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct.
- Maintain regular and predictable attendance and communication availability during working hours.
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles.
- Maintain a safe work environment.
- Defend State Fund against fraudulent activities.
- Maintain good customer relationships with internal and external business partners and stakeholders.
- Properly maintain assigned equipment.

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

45% Essential

- 1. Conduct ergonomic assessments, create professional reports, deliver them via the information management system, work with policyholders to implement recommendations, and perform follow-up evaluations to ensure reduction of ergonomic risks.**
 - a. Conduct ergonomic assessments by performing policyholder pre-visit research, observing work processes and workstation configurations, identifying ergonomic risk factors and providing sustainable prioritized solutions to reduce musculoskeletal injury risks.
 - b. After evaluating policyholder operations, create and submit report to policyholder via the information management system e-mail by due date. Report will be copied to broker (if represented), underwriter (for large accounts or as relevant), and appropriate field operations staff and managers.
 - c. Include in report worksite observations, risk factors, photos, recommendations, and target dates for recommendation completion.
 - d. Prepare all correspondence so that it is grammatically correct, error-free, technically correct and professional in tone and appearance.
 - e. Ensure all reports are peer reviewed before sending them to policy holders and participate in peer reviews.
 - f. Provide support and resources for policyholders to help them complete recommendations.
 - g. Conduct follow-up site visits or communication with policyholders to ensure remediation of ergonomic risks.

20% Essential

- 2. Prioritize and schedule on-site ergonomics evaluations by triaging referrals based on risk and maintain accurate policyholder communication records.**
 - a. Schedule on-site evaluations which will require traveling to a policyholder's place of business to evaluate and address risk factors. Plan efficiently and coordinate visits to minimize mileage and travel time when possible.
 - b. Meet minimum assigned service criteria and prioritize policyholder services by triaging the book of business assigned and loss prevention referrals in order of need by risk condition and location.
 - c. Schedule evaluation appointment by phone or email and notify assigned loss prevention personnel and broker, if represented.

- d. Document policyholder contacts and services provided in the Safety and Health Services information management system and if policyholder is not responsive after repeated contact attempts, notify appropriate regional loss prevention staff and management for appropriate action.
- e. Record scheduled evaluation date, policyholder name, address, on Outlook calendar and record referrals, visit date, contact notes, report completion due date and recommendation due dates on work trackers and in the SHS information management system.

20% Essential

3. Provide research services, training and support for special projects as requested.

- a. Conduct research activities based upon current and accurate technical information for internal staff or policyholders within agreed upon time frames.
- b. Document research to policyholder's electronic file.
- c. Develop and provide ergonomic trainings and resources as requested by internal staff, policyholders, or external audiences on ergonomic safety topics.
- d. Write and review ergonomic safety articles.
- e. Perform special projects assigned and authorized by manager.

10% Essential

4. Perform all administrative tasks and all compliance mandates in accordance with appropriate internal procedures.

- a. Request and/or report absences in accordance with Safety and Health Services attendance policy.
- b. Document utilized leave in Oracle management system.
- c. Request business expense reimbursements in accordance with Financial Operations procedures.
- d. Document business mileage in the appropriate information management system as per State Fund procedures.
- e. Complete monthly activity tracker.
- f. Maintain an updated Outlook calendar, including service calls, trainings, vacations and meetings.
- g. Take all required governance, ethics, privacy, risk management or other mandated training within deadlines set.
- h. Ensure all State Fund issued equipment is in good repair, report all lost/stolen equipment immediately to supervisor.

5% Marginal

5. Maintain professional skill development through on-going education.

- a. Attend on-going training provided by Safety and Health Service or external entities relating to ergonomics and safety in order to increase and maintain professional proficiency and skills.

100%

Required Knowledge Areas:

- Working knowledge of State Fund standard software applications and MS Office (Word, Excel, Powerpoint).
- Working knowledge of State Fund Organization, Regional Office, and Corporate functions, and business policies and procedures after hire.
- Working knowledge of ergonomic principles and methods; ergonomic health and safety practices
- Working knowledge of workers compensation laws; state and federal laws as they pertain to worker safety.
- Working knowledge of methods and practices used in the determination of ergonomic risks and solutions to eliminate or reduce these risks in an industrial environment.

- Working knowledge of basic principles of training, including different learning styles, presentation methods, and methods for engaging learners.

Required Skills and Abilities:

- Ability to analyze issues, interpret and apply laws/regulations and policies and procedures to proactively make and support decisions.
- Ability to influence others and negotiate agreements and consensus among project partners, work peers, and other stakeholders.
- Ability to achieve results according to objectives.
- Ability to manage multiple projects and tasks.
- Ability to handle high pressure situations while being firm but tactful.
- Ability to understand social interactions and dynamics to see the need to change approach and style to respectfully meet the needs of others, while still meeting own work goals.
- Ability to coordinate, develop, provide, and monitor training and presentations for State Fund personnel, policyholders, and external organizations.
- Ability to communicate professionally and effectively, verbally and in writing (including the ability to negotiate credibly and persuasively) with policyholders, brokers, other State Fund departments, as well as other "stakeholders".
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to resolve sensitive issues and problems.
- Ability to analyze, evaluate and design products, systems and environments for human use in the occupational arena.
- Ability to conduct difficult field studies and investigations; identify organizational needs in ergonomic and safety programs.
- Ability to conceptually adapt or modify tools and equipment from other industries to solve unique ergonomic challenges at policyholder businesses.

Work Environment:

Physical Requirements:

- Computer data entry and telephone work.
- Mobility to drive long distances and to assess physical demand of workers being evaluated, such as lifting and moving objects to assess weight and other ergonomic risk factors.
- May be expected to wear personal protective equipment (PPE) such as safety glasses/goggles, hearing protection, hard hat, safety vest, and steel-toes shoes. Respirators may be required in rare cases.
- Prolonged standing, walking, and driving.
- Lifting and carrying ergonomic equipment and PPE as needed for the job site.
- Lifting and carrying suitcases and other personal items when traveling.

Travel:

- Frequent business travel.
- Travel conditions may include urban and/or rural areas and could involve traversing uneven surfaces or ascending stairs.
- Travel may occasionally be from overnight to five days in duration.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel to and access insureds' job sites.

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

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.
- Will occasionally involve work in the evenings.

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

Supervisor Name (Print):

Supervisor Signature:

Date:

Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):

Employee Signature:

Date: