JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Supervisor I	**0760-4800-500**	**50000702**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DHR/PSB/EH&W/Employee Health Services**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **01**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Jacqueline Kipp**	**Supervisor II**

APPROVED BY (Personnel Analyst's Name)	DATE
Jennifer Greathouse	**10-30-26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under general direction of the Manager of Employee Health and Wellness, as a working-level supervisor, the incumbent will plan, lead, organize, and manage the most sensitive and complex projects for the development, implementation, and management of the Department's following programs: Workers' Compensation, Reasonable Accommodation, Return-to-Work, Ergonomics, and various other employee health and safety matters. The incumbent routinely makes decisions and/or recommendations on issues related to workers' compensation, reasonable accommodation, return-to-work, ergonomics, and other employee health and safety issues which can have a significant legal and fiscal impact on the Department. Perform all aspects of supervision and training of all Employee Health Services staff, while balancing administrative duties and special projects.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent work cooperatively with others; demonstrate ethical behavior; exercise a high degree of initiative and independent judgment in supervising unit functions; possess strong communication and writing skills; develop and maintain collaborative working relationships with peers, customers, management, and control agencies including the State** **Compensation Insurance Fund (State Fund), Public Employees' Retirement System and the California Department of Human Resources. Possess the ability to adapt to changing priorities and to produce outcomes on concurrent multiple assignments in a timely and efficient manner; maintain consistent, regular, and predictable attendance; lead by example; and support executive management using the highest degree of professionalism, tact, and judgment. This is a highly-visible position responsible for sensitive, confidential, and sometimes controversial, employee matters.** **The specific essential functions are not limited to but as follows:**

SUPERVISOR'S STATEMENT:	**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jacqueline Kipp	➢	

EMPLOYEE'S STATEMENT:	**I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Percent of Time	*Activity*
30%	**Plan, lead, organize, and direct the day-to-day activities of the Employee Health Services unit analytical staff. Provide technical and strategic guidance, leadership, direction, and mentoring to all staff. Interview and assist in the selection of qualified employees. Identify training needs, train, and develop an effective team while providing on-the-job training and ensuring consistency. Monitor and evaluate staff work performance to ensure their success in performing their job duties via probation reports, annual A&D evaluations, work improvement discussions, merit salary adjustments/range changes, and corrective action plans. Hold and attend regular staff meetings to keep staff apprised of continuing changes. Routinely meet with subordinate staff to discuss work assignments, share information, discuss pending issues, and follow-up on ongoing issues. Independently make sound decisions on the interpretation of laws and rules. Develop and/or edit policies, procedures, and forms as required.**
25%	**Workers' Compensation: Provide development, on-going assessment, and evaluation of Workers' Compensation and Return-to-Work programs. Develop and oversee effective methods of gathering information and statistical data for use in evaluating the Department's workers' compensation trends. Develop and monitor a system for cost containment activities. Oversee the processing of the Departments' workers' compensation claims and evaluate and approve/counter/deny requests for settlement authority from State Fund. Oversee and manage EHS case file management system and hard copy case files. Represent the Department at hearings before the Workers' Compensation Appeals Board. This may require driving a vehicle on public roadways. Review and revise procedures in response to changes in workers' compensation laws and regulations and other information generated from control agencies.**
20%	**Reasonable Accommodation: Manage and direct staff in responding to employee requests for reasonable accommodation. Assist staff with the more sensitive and complex cases. Interpret and apply related Federal and State laws and regulations regarding the ADA and the FEHA. Interface with all principal parties in an interactive process to determine appropriate reasonable accommodation to meet the needs of the applicant and as well as the needs/mission of the Department. Develop and evaluate Departmental policy and procedure related to reasonable accommodation.** **Return-to-Work: Research and provide available employment options to industrially-injured employees; employees requesting reasonable accommodation; and employees eligible for vocational rehabilitation benefits. Promote early return-to-work by encouraging temporary modified/light duty assignments for employees. Facilitate medical evaluations for employees who may have medical problems affecting job performance or attendance. Work with Departmental managers and supervisors throughout the Return-to-Work process.**
15%	**Administer and/or perform the following employee health, safety and wellness programs and activities:**

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Vacant	**TBD**	**DHR/PSB/EH&W/Employee Health Services**

Percent of Time	*Activity*
	EAP: Direct staff in facilitating the State's Employee Assistance Program. Provide guidance to supervisors and managers on referrals for employee problems including personal as well as job performance related issues.
	Training: Develop and conduct supervisory health and safety training covering workers' compensation, reasonable accommodation, return-to-work and other employee health, safety and related subjects.
	Safety Committee: Serve in an advisory capacity to the State Water Project's Operations and Maintenance Safety Committee. Participate on other health and safety related committees within the department as needed. Research, investigate, and resolve issues and problems identified by the committees.
	Ergonomics Program: Direct staff in developing, implementing, maintaining, and oversight of an Ergonomics Program for the Department. This program includes drafting and revising (as necessary) an Ergonomics Program document, managing ergonomic assessments performed by EHS staff including recommendations made, and instructing employees in safety and healthy work practices to reduce work-related injuries.
	Contract Management: Manage any and all fully executed contracts in place and their associated budgets; oversight of the use of all contracts managed by EHS; and renew expiring contracts by working with the Division of Business Services.
	Workplace Violence: Work collaboratively with the Department Workplace Violence Investigator, Office of General Counsel, and DHR management, to provide training and guidance for managers/supervisors and employees to ensure the Department's zero-tolerance policy prohibiting threats of violence and violence in the workplace is appropriately enforced. Review, approve, and provide input in all the workplace violence investigative reports completed by the Workplace Violence Investigator or any employee of the Department. Provide guidance as necessary to EHS staff who are trained to assist in and conduct investigatory intake interviews, note-taking, and collection of evidence to substantiate the employees allegation. May conduct workplace violence investigations and assist and advise in the investigatory process as needed.
5%	**Health and Safety: Prepare reports for management on industrial injuries and illnesses; develop policy and procedures regarding workers safety and health; work with managers, supervisors and others such as representatives of the Employee Assistance Program and medical professionals, to quickly address such issues.**
5%	**Handle and monitor the most sensitive and complex cases. Assist with or complete difficult or urgent specialized projects. Perform special projects as assigned. Complete additional general administrative responsibilities as assigned.**

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Percent of Time	*Activity*
	Prepare documents, reports, and other materials for presentation to management, control agencies, and other entities. **Provide back up support to the Department's Wellness Coordinator and Workplace Violence Investigator as needed.** **Serve as a liason with all levels of Department staff as well as staff with the State Compensation Insurance Fund (State Fund), Public Employees' Retirement System and the California Department of Human Resources on the most sensitive, difficult, and complex issues requiring management involvement and/or conferring on policies affecting the department. Work closely with staff of the Division of Human Resources, DWR Safety Office, Office of the General Counsel, Facilities Management, Labor Relations, and the Office of Workforce Equality in effectively dealing with employee issues.** **Act for the Manager of Employee Health and Wellness in their absence and represents the Manager in meetings with top management, supervisors, employees, and representatives. Communicate and keep manager apprised of issues.** **SPECIAL REQUIREMENTS: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.** **The duties and responsibilities of this position may require travel to Field Divisions, flood yards, and district offices located throughout California to consult with and advise management, meet with employees, and/or otherwise facilitate the processing of workers' compensation, reasonable accommodation and other employee safety and health matters.** **OTHER RESPONSIBILITIES:** **This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as the California of Office of Emergency Agency and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.**