State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Supervisor I	Supervisor I

PROGRAM NAME	UNIT NAME
Division of Workers' Compensation	Training, Outreach, and Publications

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Oakland	400 – 601-4800-016

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, the Supervisor I manages and is responsible for supervising the quality and quantity of the products of subordinate analytical and technical staff of the Training, Outreach, and Publications (TOP) Unit of the Division of Workers' Compensation (DWC). The incumbent provides consultative and technical support to DWC through outreach events, annual conferences, trainings, publications, and DWC's website. The incumbent will perform the following duties:

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

Percentage of Time Spent	Duties Essential Job Functions
40%	Supervises, trains, assists, and evaluates subordinate staff's performance and take or recommend appropriate action. Assigns routing work and special projects to staff related to training, outreach, and/or publications. Reviews finished product for accuracy. Develops technical expertise and decision-making skills of subordinate staff. Works in collaboration with DIR's Office of External Affairs to represent the Division and participate in enterprise outreach events. Participates in the development and improvement of various internal and external outreach, training, and education events including internal workers' compensation classes, injured worker workshops and outreach materials. Responsible for the ongoing coordination of internal workers' compensation classes and conducting injured worker workshops; evaluates the effectiveness and recommend improvements. Assesses current material and education and outreach methods for the monthly virtual injured worker workshops; evaluates effectiveness and recommends improvements. Oversees and ensures the availability of accurate Spanish translations for outreach events, publications, the DWC website, and other program materials to improve accessibility for diverse stakeholders.
35%	Develops, implements, and oversees both DWC Annual Educational Conference and DWC Statewide Judges' Training. Works with various parties and organizations to arrange for the Annual Educational Conference held in northern and southern California. Collaborates with the Division administration and managers on

	conference agenda and topics of interest, secures speakers and volunteers, works with outside vendors in securing exhibition booths, and works with appropriate organizations to secure certification of continuing education credits. Obtains bids and negotiates as necessary all aspects of the conference. Maintains records of all meetings and summary of related costs. Works with various parties and organizations to coordinate the annual DWC Statewide Judges' Training. Assists the Chief Judge in coordination of training topics, agenda and securing speakers. Obtains bids and negotiates as necessary all aspects of the training. Maintains records of all training events and summary of related costs.
20%	Oversees the DWC website. Through subordinate staff, writes, edits and produces web content in coordination with the DWC web liaison, Administrative Director, executive staff, program managers and OIS to continually revise and update the DWC website. Ensures all information provided to the public is current, accurate, and meets accessibility standards.
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Click or tap here to enter text.	Click or tap here to enter text.
Percentage of Time Spent	**Marginal Job Functions**
5%	Ensures translation needs are met for DWC materials and events by coordinating resources as necessary. Performs other projects and duties as assigned, including, but not limited to, attending meetings, performing special assignments for DWC's TOP Unit and DIR's Communications office, engaging with multiple levels of management to provide reports, and making recommendations for process improvements.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and polices that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving to and leaving work at the times agreed upon by your supervisor including returning on time after lunch and break periods. You are expected to behave courteiously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This appraisal process affords you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The Supervisor I is supervised by the Supervisor II.

Supervision Exercised

The Supervisor I supervises staff in the Analyst II classification.

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

Work Environment

The incumbent will work 40 hours per week in an office setting equipped with standard office equipment. Air conditioned, in a high-rise building with elevator access, cubicle with natural and artificial lighting. Telework may be offered consistent with the Department's telework policy.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments related to developing policies and procedures. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications on various aspects of DIR's processes. In addition, the incumbent must demonstrate the ability to use Internet, email, and desktop applications to complete assignments. Will engage in personal interactions in a professional manner whether in person, in writing, by telephone or video.

Physical Abilities

The ability to use a computer, telephone, and other office equipment. The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. Some travel may be required to attend outreach events, meetings, and/or trainings.

Additional Requirements/Expectations

The incumbent must be dependable and have the ability to work cooperatively with staff at all levels both within and outside the Department. The incumbent must have the ability to communicate effectively in order to complete work assignments. The incumbent must be willing to travel to the Oakland headquarters office.

Personal Contacts

The incumbent has contact with staff at all levels within the Department, specifically with DIR's Office of External Affairs and Communications office staff and DWC staff, supervisors and managers, as well as members of the workers' compensation community.

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