

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Executive Officer Commission on Health and Safety and Workers' Compensation		WORKING TITLE Executive Officer Commission on Health and Safety and Workers' Compensation		
PROGRAM NAME Commission on Health and Safety and Workers' Compensation		UNIT NAME Commission on Health and Safety and Workers' Compensation		
ASSIGNED SPECIFIC LOCATION Oakland or Sacramento			POSITION NUMBER 400 – 390 – 6032 – 001	
BARGAINING UNIT E99	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under administrative direction of the Chair of the Commission on Health and Safety and Workers' Compensation within the Department of Industrial Relations, the Executive Officer participates in the development of policies and procedures for carrying out the Commission's responsibilities; manages the operations of the Commission; plans, organizes, and directs the work of Commission staff; represents the Commission in contacts with governmental entities, other interested parties, and the general public; and performs other duties as required.

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

Percentage of Time Spent	Duties Essential Job Functions
35%	Directs a continuing examination of California's \$16 billion workers' compensation system and of the State's activities to prevent industrial injuries and occupational diseases, including comparison with other states' systems and activities in these areas; oversees the development of annual reports by the Commission to be provided to the Governor, the Legislature, and the public on the state of the workers' compensation system, including recommendations for administrative or legislative modifications to improve the system's operation and development of policies and procedures for carrying out the Commission's responsibilities.
30%	Coordinates the planning, scheduling, and staff support for the Commission's meetings and hearings. This includes coordinating with staff to schedule meeting presentations, preparing and sharing relevant meeting materials with Commissioners and the public in advance of the meeting, providing meeting notice to the public at least 10 days prior to the meeting, coordinating with IT to ensure meeting location is equipped for the meeting, and overseeing any needed IT support for teleconference meetings. Ensures that Commissioners' requests for additional information are recorded, tracked, and followed up on in a timely fashion, particularly those requests voiced in public meetings. Coordinates Commission advisory groups consisting of members of the workers' compensation community to assist in developing consensus recommendations. Develops the Commission's Strategic Plan.

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20%	<p>Maintains and facilitates communications between the Commission and its staff and governmental and other interested organizations and individuals; as directed, represents the Commission in contacts with the Governor's Office, the Legislature, other government agencies and jurisdictions, other interested parties, including representatives of business, labor, and the worker's compensation community, and the general public.</p> <p>Responsible for oversight and consultative meetings with health, safety, and workers' compensation managers.</p> <p>Develops recommendations for legislative and administrative changes to improve health and safety and workers' compensation systems in California.</p> <p>Represents the Commission at conferences and meetings of nationwide organizations, including the International Association of Industrial Accidents Boards and Commissions (IAIABC) and the Workers' Compensation Research Institute (WCRI).</p> <p>Makes presentations as requested to such groups as the California Chamber of Commerce, the California Self-Insurers Association, the California Workers' Compensation Institute, the California Applicants' Attorneys Association, the California Manufacturers Association, the California Medical Association, and the Workers' Compensation Insurance Rating Bureau.</p>
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15%	<p>Plans and organizes the staffing of the Commission; selects staff, supervises their work, and reviews and evaluates their performance. Determines the need for, and, if appropriate, develops proposals for contracts or agreements for, consultant services for the Commission.</p>
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Percentage of Time Spent	Marginal Job Functions
	None identified

Conduct, Attendance, and Performance Expectations
 This position requires the incumbent to maintain acceptable, consistent and regular attendance at such level as is determined by business needs; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours the Department determines are necessary to meet its business needs. The incumbent may travel to various DIR locations throughout the State of California.

Supervision Received
 Incumbent will work under the administrative direction of the Chair of the Commission on Health and Safety and Workers' Compensation

Supervision Exercised
 The incumbent oversees a team of eight staff in the Commission on Health and Safety and Workers' Compensation unit. The incumbent directly supervises one Staff Services Manager I, and four

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Research Data Specialists.

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

Work Environment

The incumbent will work in an office with natural and artificial lighting in an air-conditioned office building with elevator access.

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. The incumbent must demonstrate the ability to use the Internet, email, desktop applications and presentation software to complete assignments.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent will be required to travel occasionally. Some moving documents, bending, and stooping may be required. No other specific physical abilities are required.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with others.

Personal Contacts

The incumbent interacts with a variety of personnel within the Department of Industrial Relations as well as from the Labor and Workforce Development Agency, the Governor’s Office and Legislature. The incumbent interacts with workers, employers, industry representatives, labor representatives, and other local, state, and federal government agencies. Many communications involve sensitive and confidential information.

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
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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
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HUMAN RESOURCES OFFICE APPROVAL

am	9/20/24
C&S Analyst Initials	Approval Date