EMPLOYEE HEALTH MANAGER

DEFINITION

Under general direction, monitors and manages staff performance in proactive compliance with City, state and Federal occupational health and safety requirements, policies and regulations.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Monitors and manages staff performance of work activities in proactive compliance with City, state and Federal occupational health and safety requirements, policies and regulations; oversees the City workers' compensation program; interacts with employees, supervisors, administrators, doctors and lawyers in regards to work activities; coordinates City's safety program to maintain compliance with CAL-OSHA standards; recommends disability retirements for sworn and non-sworn employees and processes paperwork for CAL-PERS disability retirements; counsels staff on applicant health screening in the pre-employment process to evaluate ability to perform specific job duties; recommends employee return to work.

Manages assigned staff of the Safety & Health Division; hires and/or recommends hiring; identifies and implements new employee and on-going staff training programs; assigns, tracks and reviews work activities and progress; prepares, reviews and approves the performance evaluation of division's staff; develops, establishes, communicates and advocates long and short term division goals and objectives; supervises maintenance of records and documentation in accordance with Federal regulations; oversees budget and reviews and approves expenditure requests and invoices for supplies and services of the division.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state, and Federal statutes, rules, ordinances, codes and regulations governing workplace health and safety
Knowledgeable of management and/or supervision principles
Knowledgeable of OSHA and Civil Service rules and regulations
Knowledgeable of and able to operate a personal computer hardware and software
Skilled in assessing and prioritizing multiple tasks, projects, and demands
Skilled in analyzing health and safety situations inside and outside the workplace
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining productive working relationships
Ability to effectively communicate verbally and in writing with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Risk Management/Workers Compensation, Human Resources Management or closely related field, **AND** five (5) years experience working with workers' compensation, claims adjusting and/or safety management. Must possess at the time of application and maintain a valid California Driver's License.