SACRAMENTO MUNICIPAL UTILITY DISTRICT

POSITION DESCRIPTION

POSITION TITLE: COST CENTER: POSITION NO.:

MGR,WORKFORCE HEALTH & SAFETY796 50139367

ORGUNIT: REP CODE: JOB CODE: WC CODE

Human Resources Manager 50139366 8810

POSITION PURPOSE:

Through collaboration with SMUD’s organizational leaders, the Manager,

Workforce Health and Safety is responsible to provide vision, leadership

and expertise for the success and sustainability of the SMUD’s health

and safety programs and services that proactively protect employees and

the public.

This position provides overall leadership and direction to plan,

integrate and evaluate SMUD’s occupational health, safety, workers’

compensation, disability management and wellness programs.

REPORTS TO: CHIEF WORKFORCE OFFICER

AS DO: ( 1 ) MGR,ORGANIZATION & WORKFORCE DEVEL

( 1 ) MGR,GENERAL SVCS

( 1 ) BUSINESS UNIT PLANNING SUPVR

( 2 ) INCLUSION OFFICER

( 1 ) MGR,HUMAN RESOURCES SERVICES

POSITIONS REPORTING DIRECTLY TO THIS POSITION

( 1 ) SR OFFICE SPCLST

( 1 ) SUPVR,DIST SECURITY OPS

( 1 ) ENV,HLTH&SFTY SPCLST III

( 2 ) ENV,HLTH&SFTY SPCLST II

( 1 ) SR FIRE PROT & LOSS CONTROL ENGINEER

( 1 ) SAFETY COORD

( 1 ) SAFETY&LOSS PREVNTN SPCLST (J)

( 2 ) EMERG PREP SPEC III

( 2 ) SUPVR,ENV,HLTH&SFTY SVCS

NATURE AND SCOPE:

None

ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS:

Provides leadership and direction to support operations of the

Workforce Health and Safety organization including budget

administration, resource allocation and operational support of health

and safety programs and services.

Develops enterprise-wide strategy, work plans and goals for the

workforce health and safety organization through a collaborative

approach with senior management and supervisors that support the SMUD’s

core values and strategic directives related to employee health and

safety.

Oversee SMUD’s occupational health and safety programs including

safety operations and loss control/prevention programs.

Oversees SMUD’s workers compensation programs including

disability benefits, disability retirement, and on-site medical/therapy

programs.

Oversees the District’s wellness, disability management, and

other related programs.

Implements work plans through partnerships between the Health and

Safety organization and other business segments and teams.

Develops, implements and integrates measurable strategies to

sustain a workplace that supports health and safety and is aimed at

improving organizational productivity and overall performance.

Acts as subject matter expert on the topics of safety, workers’

compensation, disability management and wellness.

Advises District leaders on health and safety policy matters and

recommends necessary changes.

Ensures that employee health and safety risks are identified,

characterized and understood by all stakeholders. Develops and

implements effective strategies for managing the risks.

Develop and implement strategies for achieving and maintaining a

healthy and productive workforce, ensuring that the most effective

injury prevention tools are communicated and being used.

Researches industry trends and best practices in workforce health

and safety applicable to the District. Assists with benchmarking and

administering best practices.

Measures and monitors the performance and results of core

workforce health and safety processes and drives process improvement.

Helps to develop and deliver training of health and safety

compliance programs, including training programs that expand awareness

and ownership for a safe work environment.

Designs, develops and implements toolkits to help managers and

supervisors promote health and safety in their respective areas.

Serves as the District’s professional expert in litigation,

arbitration, etc for Health and Safety standards and practices. Serves

on committees and task forces with other utilities, government agencies,

industrial representatives and the public as the District’s program

representative.

Reviews and analyzes rule changes to determine impact on work

procedures and/or construction methods; appraises staff, legal, senior

management and key stakeholders.

ORGANIZATIONAL EXCELLENCE:

This position is also required to ensure that the business methods employed to achieve the expected results support the following:

ALIGNMENT – Ensuring that the expected outcomes and related processes are aligned with brand, strategy, and enterprise planning and risk

ACCOUNTABILITY – Ensuring that all processes have someone ultimately responsible for achieving the expected results

TRANSPARENCY – Ensuring that the processes followed to achieve the expected results are measurable and visible

EFFECTIVENESS & EFFICIENCY – Ensuring that the processes followed to achieve the expected results are consistent with best practice for cost, quality and cycle time

UNIFORM REPORTING – Ensuring the use of SMUD-wide technology and reporting platforms, wherever possible, when reporting progress on expected results

VERIFICATION – Support and ensure the independent verification of expected results especially in the areas of regulatory or legal compliance

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Theory, principles and best practices in the design and development of

occupational health, safety, workers’ compensation, disability

management and wellness programs; basic principles and practices of

human resource management; principles and practices applicable to

systemic organizational change interventions and improvement; federal,

state and local laws, regulations and court decisions applicable to the

assigned areas of responsibility; research methods and analysis

techniques; team management principles and techniques exercising

leadership in a diverse, changing, and collaborative environment;

project management procedures, principles and practices; methods and

techniques for planning, organizing, directing, and controlling work

activities; and, effective written and verbal communication skills.

SKILL TO:

Design, plan and coordinate the implementation of comprehensive,

effective systemic occupational health, safety , workers’ compensation,

disability management and wellness programs; lead through influence;

demonstrate honesty, integrity and respect for others; analyze and make

sound recommendations on difficult and sensitive organizational issues;

facilitate solutions to situations that involve conflicting and

competing needs; understand, interpret, explain and apply District,

state and federal policy, law, regulations and court decisions

applicable to the District’s health and safety programs; present

proposals and recommendations clearly, logically and persuasively;

influence and consult effectively with individuals at all levels of the

organization to develop and carryout solutions to complex issues; lead

and work effectively as a member or sponsor of a team; prepare clear,

concise and comprehensive correspondence, reports, studies, and other

written materials; exercise sound independent judgment within general

policy guidelines and situations; willingness to challenge the status

quo; ability to create, listen to and share new ideas; establish and

maintain effective working relationships with all levels of District

management, employees, representatives of other governmental agencies,

consultants, community and special interest groups, the public, and

others encountered in the course of the work; demonstrate and promote

collaboration; maintain confidentiality of personal and business related

information; utilize computer systems and software relevant to the job;

communicate effectively with enthusiasm and clarity verbally and in

writing; a willingness to be flexible and open to change; and exhibit

personal responsibility for safety.

EDUCATION and EXPERIENCE:

A minimum of five years of progressively responsible program management

and/or leadership experience, with demonstrated passion and commitment

to workforce health and safety. Graduation from a four-year college or

university with a major in public or business administration, human

resources, psychology, or a closely related field or equivalent

experience.

LICENSES OR CERTIFICATIONS:

None

DESIRABLE QUALIFICATIONS:

None

PHYSICAL REQUIREMENTS:

This description is incomplete without the physical requirements

document that must be printed and attached. It is located on

Server01/SMUD/Physical Job Descriptions.