



JOB OPPORTUNITY

COMMISSION ON HEALTH AND SAFETY AND WORKERS' COMPENSATION

EXECUTIVE OFFICER

Exempt Position: Level E-99, Salary \$8536 - \$9234 per month.

Agency Overview: The Commission on Health and Safety and Workers' Compensation consist of eight Members. The Commission shall be composed of eight voting members. Four voting members shall represent organized labor, and four voting members shall represent employers. Not more than one employer member shall represent public agencies. Two of the employer and two of the labor members shall be appointed by the Governor. The Senate Committee on Rules and the Speaker of the Assembly shall each appoint one employer and one labor representative. The public employer representative shall be appointed by the Governor. No action of the commission shall be valid unless agreed to by a majority of the membership and by not less than two members representing organized labor and two members representing employers.

Position Overview: Under administrative direction of the Chair of the Commission on Health and Safety and Workers' Compensation within the Department of Industrial Relations, 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. The Executive Officer provides administrative direction to a staff of 8, and coordinates the day-to-day activities of the Commission under the general policy direction of the Chairperson and full Commission.

Desirable Experience/Qualifications:

Education:

- A Bachelor's Degree in a field that would prepare a person for this position or at least three years of experience working in either labor or management position requiring the performance of duties which would prepare one for the position of Executive Officer at the Commission.

Knowledge of:

- Organization and function of California state government
- The Department of Industrial Relations, and State and Federal organizational responsibilities for health and safety and workers' compensation programs
- Broad understanding of the California health and safety and workers' compensation programs
- Management and organizational principles and practices including fiscal planning and control
- Personnel management principles and practices
- State rulemaking process
- State legislative process

Ability to:

- Address complex program, policy, and administrative issues which confront most state agencies
- Advise the Chairperson and Commission on a variety of policy and program issues
- Plan, assign, and direct the work activities and projects of multidisciplinary professional and administrative staff for the Commission to effectively meet its program goals
- Present ideas, recommendations and information effectively orally and in writing
- Select, supervise, train, and evaluate staff
- Prepare and administer the budgeting and fiscal control processes
- Analyze legislation that affects the Commission
- Develop cooperative working relationship with representatives of all levels of government, labor management, the public, and the legislative and executive branches
- Effectively represent the Commission to legislative representatives, other local, State and Federal agencies and associations, as well as the media and the regulated public
- Ability to work with both labor and management

Who Should Apply: State employees or persons with the ability to effectively perform high level administrative and policy-influencing functions for an independent Board.

Filing Instructions: All interested applicants should file a standard application (Form STD 678), resume, and a one-page description of applicable qualifications to: Department of Industrial Relations, HR Certification Unit, PO Box 420603, San Francisco, CA 94142-0603. Applications must be received post marked on or by the final filing date via postal mail, personally delivered or inter-office mail. Applications received after the post marked final filing date will not be accepted.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.