



## Staff Services Manager I

By joining the California Lottery team, you will be rewarded with the knowledge that the work you do everyday helps support California's public education. Not to mention benefiting from the additional amenities we offer including FREE PARKING, an on-site Subway® restaurant, an exercise room and our convenient location just outside of downtown.

### Salary

\$5,079 – \$6,127

### Final Filing Date

November 16, 2009

### Position Number

358-231-4800-911

### Questions About the Job

Linda Lupo (916) 323-7050

### Position Location

Human Resources Division  
Health, Safety, and Return to Work Unit  
600 North 10<sup>th</sup> St. (Off Richards Blvd.)  
Sacramento, CA 95811

### Send Application To

California State Lottery  
Attn: Susan (231)  
P.O. Box 2630  
Sacramento, CA 95812-2630

### Duties

Under the direction of the Deputy Director of Human Resources, the Staff Services Manager I is responsible for the Health, Safety, and Return to Work (RTW) Unit. Responsibilities include but are not limited to:

- Oversee and manage the Lottery's Health, Safety, and RTW Unit
- Stay current on laws, rules, and regulations, including HIPPA, OSHA, DWC, and DPA
- Ensure Master Service Agreement (MSA) is being followed regarding claims adjusting provided by SCIF. Interact with SCIF Claims Managers when problems arise that cannot be resolved between the RTWC and adjuster
- Coordinate case management with C&P and Payroll/Transactions staff on a case-by-case basis. Review cases, when appropriate, with LRO and Lottery Legal
- Administers the Lottery's Wellness program and manages the Lottery's Health and Safety events
- Develop and implement an effective department-wide Injury and Illness Prevention Program and Ergonomic Program
- Oversee and manage the department's Employee Assistance Program (EAP) and Reasonable Accommodation/American's with Disabilities Act
- Oversee WC Investigations or any Fitness for Duty issues. Ensure WC and FMLA databases are up to date and that monthly reports are generated

### Desirable Qualifications

Applicants applying for this position should:

- Have good written and verbal communication skills
- Have good interpersonal and organizational skills
- Be able to handle multiple projects simultaneously
- Have project management skills
- Be able to meet deadlines

### Who Should Apply

Applicants must be state employees who are currently in the Staff Services Manager I classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

**Equal Opportunity Employer:** The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

**Background Investigation:** The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.