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SENIOR ENVIRONMENTAL HEALTH & SAFETY SPECIALIST

VALLEY WATER | SAN JOSE, CA

ANNUAL SALARY: \$144,934.40-\$185,515.20 DOQ/DOE

THE SANTA CLARA VALLEY WATER DISTRICT (VALLEY WATER) is seeking a Senior Environmental Health & Safety (EH&S) Specialist to serve as the District's administrator and subject matter expert for its self-insured workers' compensation program while overseeing key environmental health and safety compliance programs. In addition to management of workers' compensation, day-to-day priorities include vendor management, ensuring regulatory compliance, development of employee safety training, and return-to-work coordination. The role also plays a central part in upcoming contract negotiations and broader program improvements aimed at strengthening service delivery and risk management across the organization. Reporting to the Environmental Health & Safety Manager, the Specialist operates with significant independence and oversees one EH&S Technician and related program budgets. The ideal candidate brings comprehensive expertise in California workers' compensation administration and Cal/OSHA compliance and demonstrates strong communication skills, sound judgment, and the ability to build effective cross-functional relationships while managing complex and sensitive matters with discretion. ***Help advance a strong culture of safety and accountability throughout the District; apply today!***

Providing Silicon Valley with safe, clean water for a healthy life, environment, and economy.

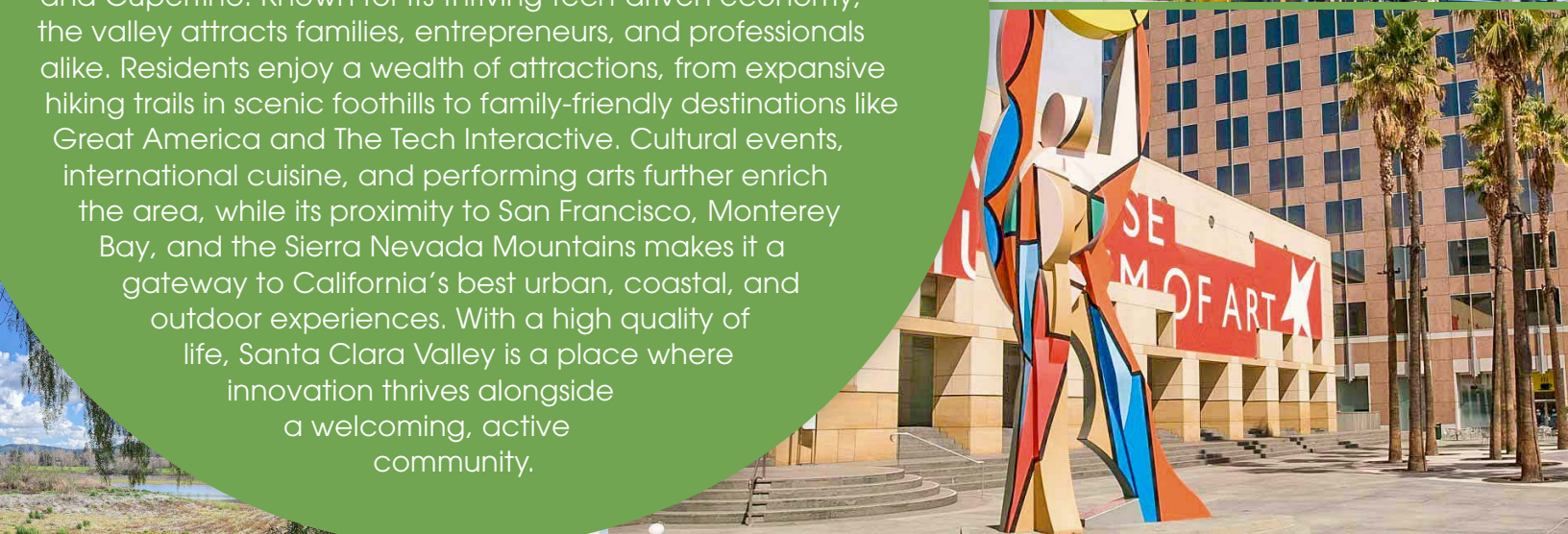
opportunity
career





the COMMUNITY

ONCE FAMOUSLY KNOWN AS THE “VALLEY OF HEART’S DELIGHT” for its lush orchards, Santa Clara Valley is a dynamic region that blends cutting-edge innovation with natural beauty, earning its new nomenclature: “Silicon Valley.” Today, the valley is home to nearly 2 million residents across 1,300 square miles, encompassing cities like San Jose, Santa Clara, and Cupertino. Known for its thriving tech-driven economy, the valley attracts families, entrepreneurs, and professionals alike. Residents enjoy a wealth of attractions, from expansive hiking trails in scenic foothills to family-friendly destinations like Great America and The Tech Interactive. Cultural events, international cuisine, and performing arts further enrich the area, while its proximity to San Francisco, Monterey Bay, and the Sierra Nevada Mountains makes it a gateway to California’s best urban, coastal, and outdoor experiences. With a high quality of life, Santa Clara Valley is a place where innovation thrives alongside a welcoming, active community.



ABOUT VALLEY WATER

VALLEY WATER SERVES NEARLY TWO MILLION PEOPLE in Santa Clara County, which stretches 1,300 square miles and encompasses 15 cities and unincorporated areas. The organization manages 10 dams and surface water reservoirs, three water treatment plants, an advanced recycled water purification center, state-of-the-art water quality laboratory, nearly 400 acres of groundwater recharge ponds, and more than 275 miles of streams.

With headquarters in San Jose, Valley Water provides wholesale water and groundwater management services to local municipalities and private water retailers who deliver drinking water directly to homes and businesses in Santa Clara County. With a current operating and capital budget of \$948 million, and 876 employees, Valley Water is governed by a seven-member Board of Directors, each elected by their district to serve overlapping four-year terms. Valley Water's mission is to provide Santa Clara County with safe, clean water for a healthy life, environment, and economy.



the **DIVISION & UNIT**

THE EMERGENCY, SAFETY AND SECURITY DIVISION includes the Office of Emergency Services, Environmental Health and Safety Unit, and the Security Office. The Division provides a safe and secure environment for Valley Water infrastructure and staff, while maintaining a level of preparedness to respond to unplanned incidents and events to maintain business continuity for the agency. The Environmental Health & Safety (EH&S) Unit provides a wide array of services for Valley Water including environmental, health and safety written program development and maintenance; safety training, inspections, audits, and incident investigation; hazard analysis and risk prevention services; ergonomic and workspace evaluations; and administration of Valley Water's workers' compensation Program.

the JOB

THE SENIOR ENVIRONMENTAL HEALTH & SAFETY SPECIALIST SERVES

as Valley Water's subject matter expert and administrator for the District's self-insured workers' compensation program while also guiding critical environmental health and safety initiatives. Reporting to the EH&S Manager, this position plays a pivotal role in protecting employee well-being, ensuring regulatory compliance, minimizing risk, and strengthening safety culture across the organization. Operating with a high degree of autonomy and supervising one EH&S Technician, the Specialist provides technical leadership, manages complex vendor relationships, oversees program budgets, and drives continuous improvement across both workers' compensation and safety programs.

Key Responsibilities Include:

- Lead and administer Valley Water's self-insured workers' compensation program from injury intake through medical coordination, case management, return-to-work, and settlement processes.
- Collaborate with Human Resources and Labor Relations teams, Legal, Risk Management, and medical providers to ensure compliant and effective injury management.
- Manage the District's Third-Party Administrator (TPA) contract for workers' compensation, including performance oversight and participation in RFP and contract renewal processes.
- Oversee and manage budget components related to workers' compensation administration, safety training programs, and associated vendor contracts.
- Serve as Program Lead for key EH&S programs including Employee Safety Training (LMS oversight), DOT/ Commercial Driver compliance (Designated Employee Representative), Hearing Conservation, Respiratory Protection, Ergonomics, and Alcohol & Drug Testing.
- Support the District's Pollution Prevention Hotline, stepping in as needed to provide coverage, and assist with incident investigations, root cause analysis, and facility safety audits.
- Oversee compliance training vendors and contracts, ensuring regulatory alignment and fiscal accountability.
- Promote a proactive safety culture through policy development, employee education, and cross-departmental partnership.



the IDEAL CANDIDATE

THE IDEAL CANDIDATE IS A HIGHLY EXPERIENCED

Workers' Compensation subject matter expert with strong Cal/ OSHA knowledge and a solid understanding of environmental health and safety programs within a public-sector or highly unionized environment. Because Valley Water is self-insured, this Specialist will need extensive hands-on experience managing the claims process and working closely with medical providers and third-party administrators. They will be proactive and prepared to step into the role with confidence, quickly assuming responsibility for a suite of programs, balancing independent leadership with a collaborative mindset, and exercising sound judgment and discretion when handling confidential information. This person is a team player who communicates clearly, works well with others, and remains flexible as priorities evolve. With a practical, solutions-focused approach, they build positive working relationships with internal and external stakeholders while effectively managing complex programs.

In addition to the above, the ideal candidate will possess the following skills, abilities, and knowledge:

- Exceptional communication skills to effectively engage with employees at every level.
- Strategic thinking with a proactive, solution-focused mindset.
- Comprehensive understanding of workers' compensation and occupational safety laws.
- Proficiency with Microsoft Office Suite and EH&S reporting tools.
- Ability to juggle multiple priorities in a dynamic, fast-paced environment.
- Commitment to ongoing professional growth in EH&S best practices.
- Skilled in accident investigation, root cause analysis, and risk reduction strategies.
- Ability to recommend policies and programs that comply with laws and minimize organizational risk.
- In-depth knowledge of Workers' Compensation regulations and OSHA/DOT safety requirements.
- Understanding of injury management, return-to-work strategies, and medical protocols.
- Familiarity with adult learning principles and effective training design.
- Knowledge of hazard identification, risk assessments, and emergency preparedness.
- Awareness of emerging EH&S trends and technologies.

IDEAL CANDIDATE'S BACKGROUND INCLUDES:

Applicants whose experience and background best match the ideal experience, knowledge, skills, abilities, and education are considered ideal candidates for the position. To determine the top candidates, each applicant will be assessed based on the ideal candidate criteria as listed above and below.

Ideal Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in industrial safety, construction technology, environmental sciences, engineering, physics, chemistry, or a related field.

Ideal Experience:

- Five (5) years of analytical experience developing and administering workers compensation, environmental, health, and safety programs and projects. One (1) year of technical lead/supervisory experience at the project level.
- Proven track record of implementing and administering Workers' Compensation programs, including managing injury cases and facilitating return-to-work programs.
- Experience in developing and delivering safety training programs, with a focus on engaging and educating diverse employee populations.
- Strong background in conducting safety inspections, risk assessments, and incident investigations.
- Experience in collaborating with regulatory agencies and external stakeholders on environmental, health, and safety initiatives.

License: Possession of, or ability to obtain, an appropriate, valid California driver's license. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis.

Substitution: Directly related experience may be substituted on the basis of one and one-half years of experience for the one year of education.

UPCOMING PROJECTS & OPPORTUNITIES

THIRD-PARTY ADMINISTRATOR (TPA) CONTRACT NEGOTIATION & PROCUREMENT.

Lead the process to develop the scope of work, partner with the procurement team to manage the RFP process, and negotiate a new Third-Party Administrator contract that ensures strong service, regulatory compliance, and effective cost management.

WORKERS' COMPENSATION PROGRAM REVIEW & PROCESS IMPROVEMENT.

Conduct a comprehensive evaluation of the District's workers' compensation program to identify opportunities for streamlining, improving workflows, enhancing reporting, and reducing risk while ensuring regulatory compliance and strong employee support.

SALARY & BENEFITS

Annual salary of **\$144,934.40–\$185,515.20 DOE/DOQ**, **PLUS** a highly competitive benefits package that includes:

DEFINED BENEFIT RETIREMENT PLAN

- California Public Employees Retirement System (CalPERS) 2.5% at 55 (Tier 1), 2% at 60 (Tier 2) or 2% @ 62 (Tier 3) depending on CalPERS membership status at the time of hire.
- Tier 1 Hired prior to 3/19/2012—2.5% at 55 retirement plan with final compensation of highest 12 consecutive months. The current required employee contribution is 8%.
- Tier 2 Hired on or after 3/19/2012—2.0% at 60 retirement plan with final compensation of highest 36 consecutive months. The current required employee contribution is 0%. Valley Water pays the employee contribution (Employer Paid Member Contributions—EPMC) of 7%.
- Tier 3 Hired on or after 1/1/2013—2.0% at 62 retirement plan with final compensation of highest 36 consecutive months. Employees are required to pay 50% of the total normal cost as determined by the annual CalPERS valuation which is subject to change each fiscal year. The current required employee contribution is 7.25%.

PAID TIME OFF

Vacation: 80 to 176 hours per year depending upon years of service (may be accumulated up to 3 times the annual entitlement). Once each year, employees have the option to cash out up to eighty (80) hours or up to the number of hours equal to 100% of the annual accrual rate, whichever is greater. Elections to cash out vacation must be made in the calendar year prior to the cash out.

Sick Leave: Accrued at the rate of 1 day per month (96 hours per year) with unlimited accumulation.

Personal Leave: 24 hours of prorated personal leave per fiscal year. (Effective 7/1/26, will increase to 27 hours.)

Bereavement Leave: (4 days of paid bereavement leave plus 6 days of bereavement sick leave) not to exceed 10 consecutive working days.

Parental Leave: 4 days of paid parental leave. Upon employee request, a parental leave of absence not to exceed six (6) months (or as required by law) may be granted by the employee's first level manager for disability related to the birth of the employee's child; for the employee to bond with their newborn child; or for the placement of a child with an employee for adoption or foster care of the child.

Holiday Pay: Valley Water provides 14 designated paid holidays per calendar year.

RETIREMENT HEALTH BENEFITS

- Medical coverage is provided for retired employees with 15 years of continuous service with Valley Water or a combination of prior public agency service (meaning the State of California or any political subdivision thereof, including any city, county, or special district) with a minimum of 5 consecutive years of Valley Water Service.
- Medical coverage is provided for retired employees and one eligible dependent with 20 or more years of continuous service with Valley Water or a combination of prior public agency service with a minimum of 5 consecutive years of Valley Water Service.
- Medical premium cost sharing is required with the same contribution percentage as active employees and based on the medical premium amount applicable to active employees or retirees, whichever is less.

WELLNESS

Employee Assistance Program (EAP): Valley Water provides an EAP to employees and their eligible dependents that is staffed by licensed credentialed counselors and provides information, referral, and short-term counseling for personal issues affecting work or personal life.

ValleyWaterWell: Valley Water Wellness program. We offer company-wide challenges, lunchtime seminars, health cooking demos, health stations, and more!

Origin Financial Wellness: Valley Water provided financial Wellness tool. Free 1:1 meetings with certified financial planners, free app access with visibility to financial transactions, free basic bill preparation, and more!

ClassPass: Fitness + wellness at your fingertips. 13 Valley Water provided credits per month, up to 13 credit rollover.

Personify Health: Valley Water Wellness Platform. Participate in wellness challenges, competitions, and more. Earn up to \$220/annually!

LifeBalance: Discounts at thousands of businesses nationwide, including health clubs, fitness studios, online retailers, movie theaters, hotels, and more.

FLEXIBLE SPENDING ACCOUNT PLANS

- Valley Water provides employees the option to participate in a Health Care Spending Account with a maximum contribution up to \$3,400 for eligible medical, dental, vision and prescription expenses.
- Valley Water provides employees the option to participate in a Dependent Adult or Child Daycare Account with a maximum contribution up to \$7,500 per family or \$3,750 if married and filing separately.

Health Insurance: Medical, Dental, Vision Care, and Employee Assistance Program (EAP) benefits are provided by Valley Water with no monthly premium cost to the employee! Medical, Dental, Vision Care, and EAP benefits are provided to all regular employees and their eligible dependents including domestic partners.

Life Insurance: Valley Water provides life insurance benefits equal to employee's annual salary up to a maximum benefit of \$100,000.

Legal Insurance: Valley Water offers optional comprehensive legal benefits through Legal Shield which include (but are not limited to): Bullying Protection, Post Nuptial/DP Agreements, Gender Identifier Change, Elder Law Matter, Civil/Social Discrimination, Consumer Credit Services, and more. Legal Shield is available at employee cost.

Pet Insurance: Valley Water offers optional pet insurance through MetLife. MetLife is an employee cost **direct-bill plan (no paycheck deductions)**.

Deferred Compensation: Deferred compensation plans 457(b) and 401(a) available at employee's option, with up to \$3,100 in annual matching contributions each calendar year from Valley Water. The match will be deposited into the 401(a) plan.

Disability Insurance: Valley Water provides Short-Term Disability (STD) equal to 66 2/3% of salary to a maximum weekly benefit of \$1,400 after a 14-day waiting period. STD may transition into Long Term Disability (LTD) after 180 days of disability and then provide 66 2/3% of salary to a maximum monthly benefit of \$6,000.

OTHER

Commuter Spending Account: Pre-tax deductions are allowed up to the IRS maximum for any public transportation or to pay for qualified vanpools to commute to work.

Tuition Assistance Program: The District will reimburse an employee with six (6) or more months of continuous service up to 100% of tuition costs upon satisfactory completion of an approved course to a maximum of \$4,000 per fiscal year.

Professional Reimbursement: For all classifications, \$300 annual reimbursement for professional organization related materials. Original receipt(s) must be submitted for reimbursement.

SPECIAL NOTES:

- Environmental, Health, and Safety Unit (Position Code 644): Valley Water Telework Program: Eligibility for telework will depend on the type of work performed, operational needs, and the ability for the employee to perform the essential functions of their job duties while teleworking. Employment with Valley Water requires employees to live within 150 miles of their primary physical work location located in San Jose, California by their start date.
- This position is eligible for a hybrid telework schedule, typically working one day per week remote, following the completion of a one-year probationary period and subject to supervisor approval.

HOW TO APPLY

For consideration, apply by
MAY 6 at:

WBCP JOB BOARD

SAVE THE DATES

Round one virtual interviews will take place **the week of MAY 25**. Finalists will move forward to round two in-person interviews **the week of JUNE 1**. *Selected candidates should ensure they are available for both interviews.*

QUESTIONS?

Please contact your recruiter, **Lauren Gerson-Greene**, with any inquiries:

541.664.0376 direct
866.929.WBCP (9227) toll-free
lauren@wbcpinc.com



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