

Chevron Corporation is one of the world's leading integrated energy companies with subsidiaries that conduct business across the globe. The company's success is driven by the ingenuity and commitment of approximately 59,000 employees who operate across the energy spectrum. Chevron explores for, produces and transports crude oil and natural gas; refines, markets and distributes transportation fuels and other energy products and services; manufactures and sells petrochemical products; generates power and produces geothermal energy; and develops and commercializes the energy resources of the future, including biofuels and other renewables. Chevron is based in San Ramon, California.

Chevron Corporation is accepting online applications for the position of Associate Manager of Health & Productivity located in either San Ramon, California or Houston, Texas, through December 5, 2008.

**Overview:**

The Associate Manager for Health and Productivity will be located in either Houston, Texas, or San Ramon, California. The Associate Manager oversees the health and productivity strategy for Chevron, focusing on service delivery, employee health and wellness promotion, injury and illness reduction to enhance workplace safety, and fitness for duty. This position manages the Advisors in Chevron's internal Health and Productivity group both in San Ramon and Houston, which is a part of Corporate Human Resources - Health and Medical Services. The Health and Productivity Advisors are internal consultants who provide health promotion, wellness consultation, fitness for duty advisement, and injury prevention services to Chevron operating companies globally to help them improve their safety, resilience and productivity.

This position includes health and productivity strategy development, business planning and execution, program development, consultation and staff supervision. There is overall management of 10 cost centers, \$7mm operational budget, numerous vendor contracts, direct supervision of 7 FTEs and indirect functional leadership of 20 plus contract contributors. The Associate Manager provides strategic directional input for global health policies and resources, with focus on health and wellness enhancements in the following areas: injury prevention, health risk assessment and health risk reduction, health related absence reduction, fitness for duty consultations and other services designed to increase in employee productivity.

This position directly reports to the Manager, Employee Assistance, Work life, Health and Productivity, Disability Management and is part of the Health and Medical Services integrated resource that supports global occupational medicine's activities across the enterprise. The position regularly interacts with physicians, nurse practitioners, and other medical personnel including Health and Medical's General Manager, Regional Medical Managers and in-country medical directors and staff.

This position requires a minimum of a master's degree in a health related field. The successful candidate should also have at least 5 years of management experience as well as proven project management skills.

This position requires approximately 25% domestic and international travel.

## **Key Job Responsibilities:**

- Consults internally with Chevron operating companies and business units to influence and advance their thinking around health and the impact that workforce health has on safety and business performance. Provide health solutions that advance the operating companies achievement of business goals and key initiatives. Meets with senior management and leadership teams and delivers practice expertise to assist business success.
- Advises General and Regional Medical Managers of Global Health and Services on key strategic business plan initiatives related to health and productivity. Establishes a vision and strategic plan for the services, projecting a 3-5 year plan.
- Provides expert consult on the collection and analysis of health data. Articulates the impact of health and productivity initiatives on business success and helps operating companies establish outcome measures.
- Serves as subject matter expert in several key areas including; health promotion and wellness, fitness for duty, ergonomics, and benefit design related to health awareness, education and promotion.
- Reviews and approves reports and communications focused on program or project outcomes and networks with appropriate stakeholders.
- Builds strong relationships with operating company customers/clients and other internal stakeholder groups within the company i.e. HR benefits, Shared Services and Workforce Development, Workers Compensation, Health, Environment and Safety, Occupational Medicine and Employee Assistance and WorkLife, Disability Management. Helps direct reports and others within health and medical to benefit from these relationships.
- Provides counsel and advice regarding opportunities to outsource appropriate health services. Identifies vendors at national, regional and local level. Either directly negotiates or guides Health and Productivity staff in vendor negotiation, scope of work, management of vendors as well as the ongoing quality assurance.
- Proactively seeks out opportunities to integrate the health and productivity areas of practice into line organizations and service entities across the enterprise. Proactively shares best practice models and products of excellence across the enterprise.
- Identifies issues and trends that are beyond own scope and proactively involves other experts/stakeholders to work towards resolution.
- Leads health and medical services on high profile enterprise wide projects, i.e. OE Health Strategy, global implementation of Repetitive Stress Injury Prevention Plan, Cardiovascular health project.
- Provides overall responsibility and approval for the development and communication of relevant health and productivity findings to key stake holders (Rapid Response Annual Report, Cardiovascular health reports, Health risk assessment profiles and 10K-A-Day reporting)
- Becomes directly involved with complex or unusual problems related to health awareness and wellness promotion and guides staff to work towards positive resolution.
- Manages and directs resources and services designed to promote health and prevent injury enterprise wide.
- Serves as an active member of the Health and Medical Services' Functional Leaders Team. Represents Health and Productivity at leadership level within Health and Medical Services.
- Keeps abreast of industry trends and key vendors in the market place and shares findings.

**Required (Basic) Qualifications:**

- Master's Degree in a health related field.
- Five years of management experience. Demonstrated Leadership skills, including proven success in building and leading a team of high performing professionals
- Demonstrated experience as an individual developer and or contributor to health and wellness initiatives and projects within business organizations.
- Demonstrated project & planning management skills handling large scale projects. Proven ability to provide oversight to multiple projects and keep all on track.

**Preferred Qualifications:**

- Excellent communication, networking and interpersonal skills.
- Relevant industry experience.