

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Health Management (OEHM)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-545-5157-804		MCR / HCR 1
DIVISION / UNIT Workers' Compensation Settlements Unit		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION 9838 Old Placerville Road Suite B, Sacramento, CA 95827		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under the general supervision of the assigned Staff Services Manager II, the Staff Services Analyst (SSA) performs technical work requiring entry level expertise for various aspects of the CDCR's Workers' Compensation (WC) Settlements Team. Successful accomplishment of program goals requires the incumbent to work independently and with other members of the Settlements team.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS This position requires continuing personal interaction with various stakeholders, in person, by phone and/or email, and will include the review and authorizing of lower-level settlement packets. The incumbent will also assist in the development and implementation of case strategies to reduce Workers' Compensation costs to CDCR.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
35%	As a member of the Workers' Compensation Unit, the SSA will review lower value and less complex settlement request received by State Compensation Insurance Fund (SCIF). The incumbent will advise SCIF if any additional information or documents are required to evaluate the proposed settlements. The incumbent will have all of their recommendations reviewed by SSM1's or SSM2's prior to providing settlement authorization to SCIF.			
35%	Consult with local Return to Work Coordinators (RTWCs) to ensure that all of the necessary documentation from the local Return to Work file is available at Headquarters to evaluate Settlement Requests. Identify areas where RTWC's may need further training and recommend that training to SSMII. Formulate and discuss further claims strategies with the RTWC if the claim is not ready for settlement. Consult with Office of Legal Affairs attorney(s) when necessary.			
25%	Facilitate and attend regularly scheduled meetings with RTWC field staff and State Compensation Insurance Fund. The purpose of the meetings is to assist in expediting the development and implementation of strategies to expedite the handling of Workers' Compensation cases, ensure all avenues of defense have been evaluated, and assist in identifying materials and witnesses required to defend claims.			

5%

Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Health Management (OEHM)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-545-5393-804		MCR / HCR
DIVISION / UNIT Workers' Compensation Settlements		CLASSIFICATION TITLE Associate Governmental Program Analyst		
		WORKING TITLE Associate Governmental Program Analyst		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION 9838 Old Placerville Road Suite B, Sacramento, CA 95827		INCUMBENT		EFFECTIVE DATE 6/30/2023

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office of Employee Health Management is responsible for the CDCR Statewide Workers' Compensation, Non-Industrial Disability, FMLA, Health and Safety, and Substance Abuse Testing Programs.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direct supervision of an SSMII the incumbent will be responsible for evaluating the lower value settlement Workers' Compensation Settlement requests from State Fund. They will make recommendations for settlement that will then be reviewed by the SSMII for final approval.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Review workers' compensation claims, medical reports, depositions, and settlement proposals; provide timely and accurate settlement authorizations; resolve employee and inmate workers' compensation claim settlements at the earliest opportunity with the intent of reducing costs by developing claim and claim settlement strategies, anticipating potential problems, and applying creative and effective problem solving skills.
30%	Proactively work with Return to Work Coordinators (RTWC) and State Fund to obtain the most favorable settlement for CDCR while ensuring injured workers receive the Workers' Compensation benefits, they deserve. When reviewing files, identify red flags that may indicate potential Workers' Compensation fraud and have the case reviewed by the SSMII for potential referral to State Fund and the Office of Internal Affairs when necessary.
25%	Work collaboratively with other Settlement Staff as a second set of eyes to review each other's recommendations for settlement to ensure they are in the best interests of CDCR. Review Claims Estimates to ensure they are accurate and conform to State Fund policies and develop costs savings ratios for each settlement approved. Monitor settlement requests for trends that may need to be addressed to ensure the uniformity of Settlement requests received by State Fund.

10%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Travel statewide as necessary to attend meetings, hearings, and training.
-----	--

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------