

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Central California Women's Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 381-261-5393-801		MCR / HCR
DIVISION / UNIT Division of Adult Institutions / Business Services		CLASSIFICATION TITLE ASSOCIATE GOVERNMENTAL PROGRAM ANALYST		
		WORKING TITLE RETURN TO WORK COORDINATOR		
		TIME BASE / TENURE FT/P	CBID RD1	WWG 2
LOCATION Chowchilla, California		INCUMBENT		EFFECTIVE DATE
GDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders; effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</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 direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is assigned a variety of analytical tasks associated with the highly complex, analytical and technical return to work arena which encompasses employee on the job illnesses and injuries, requests for reasonable accommodations, light duty, medical demotions, medical terminations and return to work issues. Acts as management's representative in the return to work arena.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
% 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.			
30%	Under the general direction of the Staff Services Manager I, the Return to Work Coordinator is responsible for Return to Work activities that encompass employee on the job illnesses and injuries, requests for reasonable accommodations, light duty, medical demotions, medical terminations and return to work issues. Serve as lead person in the return to work area, providing expert assistance, direction, analysis and consultation in the more technical return to work related matters. Analyze and review medical reports and evaluations to determine capability of employee's ability to perform their duties in order to return them to work. Analyze and review modified duty restrictions and coordinates with departments the feasibility of light-duty assignments. Analyze and make recommendation to management on employee reasonable accommodations requests for the Warden's approval/disapproval. Meet with employees to discuss procedures and feasibility of returning to work, light duty requests, reasonable accommodation requests, medical demotion requests and the medical termination process. Engage in an interactive process with employees in order to assist them in seeking options when medical restrictions result in their not being able to be returned to work in their position. This includes discussing the feasibility of a medical demotion, reasonable accommodation; transfer to another position in state service whose duties would meet the employee's medical restriction, resignation, medical termination and disability retirement options. Participate and/or coordinate various committees, i.e. Disability Advisory Committee, Health & Safety Committee, Violence in the Workplace Committee, Exposure Control Committee, Annual Staff TB Coordinator, Excessive Leave Committee, etc.			

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25%	Coordinate benefits with State Compensation Insurance Fund (SCIF) Claims Adjusters, providing information relative to injury/illness and employee performance relative to the case. Work closely with the Personnel Supervisors and Senior Personnel Specialist to disseminate information in the processing of industrial disability, Temporary Disability benefits for employees. Analyze and review doctor reports from SCIF assigned physicians to determine possible costs and suitability of returning the employee to work. Analyze, monitor and track costs and timeliness of benefits.
20%	Coordinate all employee referrals to the Employee Assistance Program. Follow up on all managerial referrals, ensuring employees are attending. Meet with employees to determine progress and status. Analyze and review cases and make recommendations to initiate investigations. Coordinate and conduct on-site investigations with institutional investigators. Select and coordinate investigators with SCIF. Provide information and contacts. Meet and discuss results with investigators and institution managerial staff involved. Attend hearings as the institutional representative. Provide testimony and assist in determining and coordinating witnesses in defense of claim.
10%	Provide training to all new employees and new supervisors during New Employee Orientation and Basic Supervision as needed. Select and provide information to medical consultants. Meet with medical consultants regarding conditions of work requirements, discussing employee's ability to return to work. Analyze and coordinate fitness-for-duty evaluations for questionable cases. Act as the institution's liaison with all attorneys requesting information relating to an employee's disability. Respond to attorney inquiries and discuss status of employee disability and proposed recommendations. Act as the institutional liaison with Vocational Rehabilitation Counselors, responding to inquiries, and reviewing evaluations and vocational rehabilitation costs. Review proposed settlements based upon medical evaluations and provide recommendations for compromise and release claims.
10%	Prepares various correspondence. Develops and/or revises institutional policy as necessary. Analyzes changes/amendments to laws, regulations, Memorandum of Understanding and reports on potential impact to the return to work arena. Attends staff meetings, research, analyze and prepare information regarding employee grievance issues. Analyze, independently researches and respond to individual inquires by staff, headquarters or other agencies. Provide training and information on various return to work areas and programs to staff. Respond to technical inquiries relative to ascribed duties. Update various weekly/monthly reports, i.e. Weekly Staff Out Report, Open/Closed Claims Report, Exposure Control Report, etc.
5%	Responsible for maintaining the confidentiality of the highly sensitive and complex issues in the return to work arena. Responsible for accurately signing-in and signing-out daily on the 998-A, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Assist others and perform other duties within the scope of an Associate Governmental Program Analyst. Responsible for meeting yearly In-Service Training requirements and obtaining On-the-Job Training as needed.

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

- Example: 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
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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
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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Central California Women's Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 381-261-5157-801		MCR / HCR
DIVISION / UNIT Division of Adult Institutions / Business Services		CLASSIFICATION TITLE STAFF SERVICES ANALYST		
		WORKING TITLE RETURN TO WORK COORDINATOR		
		TIME BASE / TENDURE FT/P	CBID R01	WWG 2
LOCATION Chowchilla, California		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

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

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the general supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) is assigned a variety of less consultative analytical tasks associated with the less technical return to work arena which encompasses employee on the job illnesses and injuries, requests for reasonable accommodations, light duty, medical demotions, medical terminations and return to work issues. Acts as management's representative in the return to work arena.

GENERAL STATEMENT

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

% 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.
30%	Under the supervision of the Staff Services Manager I, the Return to Work Coordinator is responsible for Return to Work activities that encompass employee on the job illnesses and injuries, requests for reasonable accommodations, light duty, medical demotions, medical terminations and return to work issues. Provides assistance, direction, analysis and consultation for the less technical return to work related matters. Assist with the analyzing and reviewing of medical reports and evaluations to determine capability of employee's ability to perform their duties in order to return them to work. Assist with the analyzing and reviewing of modified duty restrictions and coordinates with departments the feasibility of light-duty assignments. Analyze and make recommendation to management on employee reasonable accommodations requests for the Warden's approval/disapproval. Meet with employees to discuss procedures and feasibility of returning to work, light duty requests, reasonable accommodation requests, medical demotion requests and the medical termination process. Engage in an interactive process with employees in order to assist them in seeking options when medical restrictions result in their not being able to be returned to work in their position. This includes discussing the feasibility of a medical demotion, reasonable accommodation; transfer to another position in state service whose duties would meet the employee's medical restriction, resignation, medical termination and disability retirement options. Participate and/or coordinate various committees, i.e. Disability Advisory Committee, Health & Safety Committee, Violence in the Workplace Committee, Exposure Control Committee, Annual Staff TB Coordinator, Excessive Leave Committee, etc.

25%	Coordinate benefits with State Compensation Insurance Fund (SCIF) Claims Adjusters, providing information relative to injury/illness and employee performance relative to the case. Work closely with the Personnel Supervisors and Senior Personnel Specialist to disseminate information in the processing of industrial disability and Temporary Disability benefits for employees. Assists with analyzing and reviewing of doctor reports from SCIF assigned physicians to determine possible costs and suitability of returning the employee to work. Assists with analyzing, monitoring and tracking of costs and timeliness of benefits.
20%	Coordinate all employee referrals to the Employee Assistance Program. Follow up on all managerial referrals, ensuring employees are attending. Meet with employees to determine progress and status. Assists with analyzing and reviewing of cases and makes recommendations to initiate investigations. Coordinates and conducts on-site investigations with institutional investigators. Select and coordinate with SCIF investigators. Provide information and contacts. Meet and discuss results with investigators and institution managerial staff involved. Attend hearings as the institutional representative. Provide testimony and assist in determining and coordinating witnesses in defense of claim.
10%	Provide training to all new employees and new supervisors during New Employee Orientation and Basic Supervision as needed. Select and provide information to medical consultants. Meet with medical consultants regarding conditions of work requirements, discussing employee's ability to return to work. Assist with analyzing and coordinating fitness-for-duty evaluations for questionable cases. Act as the institution's liaison with all attorneys requesting information relating to an employee's disability. Respond to attorney inquiries and discuss status of employee disability and proposed recommendations. Act as the institutional liaison with Vocational Rehabilitation Counselors, responding to inquiries, and reviewing evaluations and vocational rehabilitation costs. Review proposed settlements based upon medical evaluations and provide recommendations for compromise and release claims.
10%	Prepares various correspondence. Assists with the development and/or revision of institutional policy as necessary. Analyzes changes/amendments to laws, regulations, Memorandum of Understanding and reports on potential impact to the return to work arena. Attends staff meetings, assists with the research and preparation of information regarding employee grievance issues. Assists with analyzation and research and responds to individual inquires by staff, headquarters or other agencies. Provides training and information on various return to work areas and programs to staff. Respond to the less technical inquiries relative to ascribed duties. Update various weekly/monthly reports, i.e. Weekly Staff Out Report, Open/Closed Claims Report, Exposure Control Report, etc.
5%	Responsible for accurately signing-in and signing-out daily on the 998-A, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Assist others and perform other duties within the scope of an Associate Governmental Program Analyst. Responsible for meeting yearly In-Service Training requirements and obtaining On-the-Job Training as needed.

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