

Current Proposed

Classification Title Associate Personnel Analyst	Division/Unit Human Resources Office
Working Title Return-to-Work Coordinator	IT Domain (if applicable)
Position Number 363-100-5142-900	Effective Date
Name	Date Prepared 6/22/2021

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Chief of Human Resources (Staff Services Manager II) in the Administrative Services Division, the Return-to-Work (RTW) Coordinator (Associate Personnel Analyst) is responsible for providing technical consultative services to managers, supervisors, and staff in matters relating to Workers' Compensation (WC), Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Reasonable Accommodation (RA), medical leaves of absence, and the RTW of employees with medical restrictions, rehabilitation programs, and disability retirements. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

30% Medical Leave of Absence (E)

Independently facilitate the medical leaves program. Review, analyze, and respond to requests for medical leaves to include Family Medical Leave Act/California Family Rights Act, State Disability Insurance/Paid Family Leave, Non-Industrial Disability Leave/Family Care Leave, Pregnancy Disability and Parental Leaves, and Catastrophic Leave. Develop and maintain all related correspondence. Facilitate meetings to create leave plans. Interact and correspond with employees, supervisors, managers, and clinicians (when applicable) to comprehensively manage the assigned caseload. Collaborate with Transactions unit to ensure correct leave balances and accurate pay. Maintain tracking for leave benefit entitlements and promptly notify employees of any changes to their benefit amount (e.g., exhaustion).

30% Reasonable Accommodation (E)

Review, analyze, and respond to requests for reasonable accommodation (RA). Facilitate the interactive process between the employee and their supervisor. Analyze, identify changes or modifications to

determine the recommendations for appropriate accommodations that will allow the employee to perform the essential duties of his or her job, as well as the business needs of CalHR. Research and documents case history and medical substantiation. Ensure compliance with the FEHA, the ADA and other mandates pertaining to employees and applicants with disabilities. Implements the RA process; tracks and monitors the RA requests for timely resolution by engaging employees and supervisors in the interactive process. Develop and maintain all related correspondence. Maintain tracking spreadsheets to ensure RAs are addressed timely and consistently.

20% Workers' Compensation (E)

Manage workers' compensation claims through the claim lifecycle. Provides complex and technical consultation to managers, supervisor, and employees about rights and benefits under workers' compensation laws. Ensures compliance with laws and policies, and that regulatory timelines are met. Maintain tracking spreadsheets to ensure workers' compensation cases are resolved timely.

15% Training Preparation and Administration (E)

Prepare training modules for managers, supervisors, and staff to communicate rights, responsibilities, and internal processing procedures for FMLA/CFRA, parental leaves, WC, RA, and other leave of absence related topics. Create job aids and reference documents for internal HR staff and departmental employees. Administer training in person and/or remotely and follow training evaluation best practices to continuously improve instruction.

5% HR Office Support (M)

Draft communications to address new guidance on RTW topics for management review. Participate in the establishment and revision of internal personnel policies related to FMLA/CFRA, parental leaves, WC, RA, and other leave of absence related topics. Serve as a back up to HR Analysts as needed to perform a variety of HR functions (e.g., classification and pay, exams, performance management). Attend RTW Forums on a regular basis.

Supervision Received

The Associate Personnel Analyst reports directly to and receives the majority of assignments from the Staff Services Manager II, however, direction and assignments may also come from the Staff Services Manager I (Specialist) or Chief of Administrative Services.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Desirable qualifications include:

- Experience administering reasonable accommodation, workers' compensation, FMLA/NDI/SDI, and/or medical leave of absence programs from the initial request to maintenance and/or closure.
- Experience providing excellent customer service to internal and external customers.
- Experience providing on-the-job training to peers and/or creating training materials for staff.
- Experience implementing and/or maintaining tracking processes and using data to make informed decisions.
- Ability to interpret and apply the laws, rules, and policies associated with reasonable accommodation, workers' compensation, FMLA/NDI/SDI, and medical leave of absence programs.
- Ability to conduct research and analyze data to recommend solutions and resolutions regarding personnel issues.
- Ability to communicate professionally and effectively with all levels of staff.

- Ability to maintain confidentiality with all levels of management and staff.
- Ability to plan, organize, and prioritize workload, as well as to work under pressure to meet deadlines.
- Ability to interpret and apply laws, rules, regulations, standards, and policies/procedures.

Working Conditions

The duties of the position are performed in an office setting using standard or ergonomic office equipment as appropriate. The duties of this position can be performed using a hybrid model (partially remote, partially in the office) on a schedule agreed upon by the incumbent and the Chief of Human Resources.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date

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