

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
RISK MANAGEMENT UNIT (RMU)**

NAME: TBD

JOB TITLE: Associate Personnel Analyst

POSITION NUMBER: 420-057-5142-XXX

STATEMENT OF DUTIES: Under the general direction of the Assistant Risk Manager, the incumbent performs the most difficult analytical work as a consultant to external and internal departmental staff on Workers' Compensation/Return-To-Work, Health and Safety, Reasonable Accommodation, Workplace Violence Prevention, Ergonomics, and Payroll/Benefits Programs.

SUPERVISION RECEIVED: Reports directly to the Assistant Risk Manager and/or the Risk Manager in the absence of the Assistant Risk Manager.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for up to eight hours per day; travel locally as well as statewide; ability to lift/move up to 20 lbs.

TYPICAL WORKING CONDITIONS: May work in an Open-space office or enclosed cubicle in a smoke-free environment within a high-rise building located in Sacramento, California.

ESSENTIAL FUNCTIONS:

50% Serves as an advisor on workers' compensation issues; advises applicants and departmental program staff on the laws, rules and policies pertaining to claims adjustment, workplace violence prevention, health and safety, ergonomics, and reasonable accommodation.

Researches and investigates alleged workplace violence incidents, work-related accidents, illnesses and injuries; reviews medical records, accident report forms and other records relevant to managing and maintaining workplace violence prevention, reasonable accommodation, ergonomics and workers' compensation claim files; consults with supervisor and others to resolve issues and claims.

Reviews physician's report(s) to identify functional limitations and works with the employee and supervisor to ensure they can perform duties; works closely with State Compensation Insurance Fund (SCIF) claims adjusters in taking necessary actions in monitoring claims to finalization; works with workplace violence investigators in providing timely and thorough reports; writes letters and memoranda providing alternatives to the employee and program staff; and makes recommendations to

management on settlement options for workplace violence incidents, reasonable accommodations and workers' compensation claims.

Maintains the Department's Return to Work program for all work-related injuries and illnesses, incorporating components of the State Injured Workers' Assistance Program, the Americans with Disabilities Act, the Fair Employment and Housing Act, as well as the Department's Reasonable Accommodation and Ergonomics Programs.

Reviews leave authorizations and return-to-work status of employees on leave due to illnesses or injuries to determine return-to-work possibilities, such as reasonable accommodation, Injured State Worker Assistance Program and provides information and counseling on appropriate employment options and benefits.

30% Assists with the development of training and accident prevention programs; provides training to all staff, including supervisors and managers on all RMU programs; assists with the updating and writing of the RMU's policies and procedures; performs ergonomic evaluations as requested, compiles and analyzes statistical data from various databases; researches and writes issue papers, correspondence and memoranda; responds to inquiries from claim adjusters, applicants, attorneys, program staff and others; makes recommendations to management and assists with special projects as requested.

15% Documents and updates internal database regarding benefit options, lost time and final resolutions; notices employees of benefit options. In coordination with other office staff reviews, processes and submits time documents and/or medical leave documents to SCIF for the issuance of workers' compensation benefits, such as Industrial Disability Leave (IDL), IDL/Supplementation, Labor Code 4800 time and Temporary Disability. Assists with processing employee's payroll benefits.

Researches, analyzes, and makes recommendations to departmental staff and management on workers' compensation, including payroll and benefits; Health and Safety, including Injury and Illness Prevention Program (IIPP) and Emergency Preparedness, Ergonomics, Reasonable Accommodation and Workplace Violence Prevention; responds to inquiries orally and/or in writing; contacts other agencies to resolve benefit issues, such as, but not limited to, SCIF, State Controller, Public Employees Retirement System, and California Department of Human Resources (CalHR).

5% Attends formal and informal training on laws, rules, policies and procedures pertaining to the RMU's functional areas.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee Signature

Date

Supervisor's Signature

Date