

**State of California  
Business, Consumer Services and Housing Agency  
California Department of Housing and Community Development  
DUTY STATEMENT**

**Division:** Administration and Management  
**Unit:** Medical Management Unit  
**Position Number:** 401-107-5157-901  
**Classification** Staff Services Analyst  
**Working Title:** Medical Management Analyst  
**Location:** Sacramento, Headquarters  
**Incumbent:** Vacant  
**Effective Date:** TBD

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under general supervision of the Medical Management Unit (MMU) Staff Services Manager I (SSMI), the MMU Analyst performs a variety of professional tasks and analytical work. The incumbent is regularly required to apply state laws and departmental and control agency rules and regulations, analyze and make recommendations, apply good judgment, fair and consistent practices, pertaining to health and safety, training, wellness, and other programs.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Manages a small roster of Medical Management claims and fills behind colleagues in their absence. These include disability leaves (Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Paid Family Leave (PFL), Non-Industrial Disability Insurance (NDI), NDI-Family Care Leave (FCL), Pregnancy Disability Leave (PDL)), workers' compensation, reasonable accommodation, and Employee Assistance Program. Manages claim files and works cooperatively with staff at various levels throughout the Department. Serves as a resource for internal and external customers, including employees, the California Department of Human Resources (CalHR), and the Employment Development Department (EDD). Manages an active caseload and works with employees to ensure timely claim process and issuance of approved benefits. Maintains confidentiality due to their unrestricted access to sensitive and confidential medical reports, progress notes and medical diagnoses, and medical history related to industrial injuries. Gathers and reviews confidential and sensitive medical information relating to affected employees work absence. Reviews and analyzes disability-related issues to formulate procedures and to determine alternatives and solutions. Researches and applies labor code provisions

governing disability entitlements. Gathers, reviews, and analyzes disability related issues to formulate procedures and to determine alternatives and solutions. Composes personalized notification letters regarding entitlement for management review. Makes recommendations to management regarding the appropriate handling of disability claims. Independently serves as a disability leave subject matter expert (SME) to build staff knowledge and awareness. Ensures HCD managers/supervisors receive necessary guidance on the available disability programs.

30% Pursuant to Executive Order W-119-95, develops and facilitates the HCD's work site wellness program. Using the Healthier U model, implements evidence-based practices and policies to enable and improve effectiveness of wellness programming department wide. Ensures adherence to federal and state laws and regulations. Plans, organizes, and promotes health related communications and events. Researches, develops, and implements these new initiatives, working with the SME, HRB, and Division staff to analyze, make recommendations, and obtain feedback for continual adjustments and improvement.

15% Creates and maintains policies and procedures, training and tools for management and staff. Responsible for writing, revising, implementing, and presenting the department's medical management and health and safety related policies, procedures, and trainings. Maintains statistical data and prepares monthly reports for management review. Attends and participates in monthly meetings and shares statistics related to medical management/health and safety issues with staff.

10% Conducts training for HCD employees related to medical management and health and safety topics. Identifies training objectives, develops curriculum and delivery methods, and creates training materials.

10% Creates and edits Employee Relations Unit (ERU) SharePoint content. Collaborates with all ERU staff to ensure accurate, complete, and current site content.

**% of Time**      **Marginal Functions:**  
5%                Other duties as assigned.

**Special Requirements:**

**Travel:** Up to 5% statewide travel may be required.

**Supervision Exercised:** None

**Conflict of Interest (COI):** None.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to read, communicate, and work on a computer for extended periods of time.

**Working Conditions (In Office):** The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

**Working Conditions (Telework):** The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

**Administrative Responsibility:** None.

**Personal Contacts:** The incumbent has contact with any departmental employee in need of medical management services. The incumbent advises employees and their manager about medical leave options, industrial injuries, and engages in the interactive process for reasonable accommodations. Incumbent may have contact with external state agencies, personnel forums, and related stakeholders.

**Consequence of Error:** This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.

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California Department of Housing and Community Development  
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**Classification** Associate Governmental Program Analyst  
**Working Title:** Medical Management Analyst  
**Location:** Sacramento, Headquarters  
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**Effective Date:** TBD

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<b>% of Time</b>	<b>Essential Functions:</b>
30%	Independently manages a small roster of Medical Management claims and fills behind colleagues in their absence. These include disability leaves (Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Paid Family Leave (PFL), Non-Industrial Disability Insurance (NDI), NDI-Family Care Leave (FCL), Pregnancy Disability Leave (PDL)), workers' compensation, reasonable accommodation, and Employee Assistance Program. Manages claim files and works cooperatively with staff at various levels throughout the Department. Serves as a resource for internal and external customers, including employees, the California Department of Human Resources (CalHR), and the Employment Development Department (EDD). Manages an active caseload and works with employees to ensure timely claim process and issuance of approved benefits. Maintains confidentiality due to their unrestricted access to sensitive and confidential medical reports, progress notes and medical diagnoses, and medical history related to industrial injuries. Gathers and reviews confidential and sensitive medical information relating to affected employees work absence. Reviews and analyzes disability-related issues to formulate procedures and to determine alternatives and solutions. Researches and applies labor code

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**Supervision Exercised:** None

**Conflict of Interest (COI):** None.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

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