

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement:

Revision Date:

1. Position Information			
A. Employee Name:			
B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
F. Classification Title:		G. Working Title:	
H. Division:	I. Branch/Section/Unit:		
2. POSITION REQUIREMENTS			
Special Requirement: Check All that Apply			
Bilingual Fluency (Non-English Language) - Specify Below			
Background Check Requirements			
Other - Specify Below			
A. Special Requirements Description, as applicable:			
B. Conflict of Interest Required (Gov. Code 87300, et seq.)?			
		Yes	No
This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.			
3. SUPERVISION			
A. Supervision Received:			

4. DUTIES AND RESPONSIBILITIES OF THE POSITION	
CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS	
<p>This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.</p>	
GENERAL STATEMENT	
<div></div>	
A. Percentage of Time Performing Duties	B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).
ESSENTIAL FUNCTIONS	
IT Domain: <i>Check All That Apply</i>	FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY <div> <div>Business Technology Mgmt.</div> <div>IT Project Mgmt.</div> <div>Information Security</div> <div>Software Engineering</div> <div>System Engineering</div> <div>Client Services</div> </div>
<div>%</div>	<div></div>

%	
%	

<p>%</p>	
<p>%</p>	

MARGINAL FUNCTIONS

%

%

TOTAL**5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS****Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

Remote Centered

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES**A. Independence of Action and Consequences:**

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement:	Proposed		Revision Date:	10/30/2025
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1. Position Information			
A. Employee Name:			
Vacant			
B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
817-630-5157-707	R01	2	
F. Classification Title:		G. Working Title:	
Staff Services Analyst		Wellness & Disability Analyst	
H. Division:	I. Branch/Section/Unit:		
Administrative Services	Human Resources/Employee Relations/Wellness & Safeguards		
2. POSITION REQUIREMENTS			
Special Requirement: Check All that Apply			
<div><input type="checkbox"/> Bilingual Fluency (Non-English Language) - Specify Below</div> <div><input checked="" type="checkbox"/> Background Check Requirements</div> <div><input type="checkbox"/> Other - Specify Below</div>			
A. Special Requirements Description, as applicable:			
B. Conflict of Interest Required (Gov. Code 87300, et seq.)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.			
3. SUPERVISION			
A. Supervision Received:			
Incumbent reports directly to the Staff Services Manager I in the Wellness & Safeguards Unit.			

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under direct supervision, the Staff Services Analyst (SSA) is an entry-level analyst performing less complex consultative, technical, and analytical duties and assignments within the Wellness & Safeguards Unit (WSU), Employee Relations Section, Human Resources Branch (HRB), within the Administrative Services Division.

A. Percentage of Time Performing Duties

B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).

ESSENTIAL FUNCTIONS

IT Domain:

Check All That Apply

FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

☐ Business Technology Mgmt.

☐ Software Engineering

☐ IT Project Mgmt.

☐ System Engineering

☐ Information Security

☐ Client Services

25 %

Provides support with consultation to Department of Child Support Services (DCSS) employees and management regarding matters related to the Employment Development Department's programs of State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), Non-Industrial Disability Leave (NDI), and Family Care Leave (FCL) disability programs. Assists with researching and interpreting agency manuals, memorandums, pay letters, and procedures to ensure compliance with SDI, PFL, NDI, FCL, State Personnel Board (SPB) and California Department of Human Resources (CalHR) laws, rules and policies. Acts as liaison between the SDI/NDI providers, the employee, and the department. Follows departmental policies governing employee benefit activities including interpreting and providing consultation to DCSS management on laws and regulations relating to SDI, PFL, PDL, NDI, and FCL.

25 %	<p>Provides support with consultation to DCSS managers, supervisors, and employees regarding Family Medical Leave Act (FMLA), and the California Family Rights Act (CFRA) eligibility, procedures, and the process for applying leave provisions under the Department of Fair Employment and Housing. Provides support with reviewing and analyzing medical documentation and corresponds with doctors and employees regarding FMLA and CFRA issues. Assists with determining eligibility approval or denial for the programs after obtaining eligibility information and tracks hours used. Research personnel issues and inquiries related to disability benefits. Conducts audits, documents findings, processes and tracks corrections. Assists with reviewing and documenting current business procedures and processes; identifying and recommending process improvements to achieve increased productivity, customer satisfaction and improved accuracy; drafts procedures for process improvement, develops new procedures and processes required by policy, legislative, and technology changes.</p>
20 %	<p>Assists with drafting, designing, developing and maintaining SharePoint pages that are owned by the WSU. Develops and maintains how to guides and FAQs for all items related to protected leaves and disability claims. Assists with developing and presenting training curriculum to managers/supervisors regarding WSU related items. Assists with developing and maintaining policies, procedures, files, and logs utilizing Microsoft Outlook, Word, Excel, PowerPoint, etc.</p>

15 %	<p>Functions as the Wellness Coordinator. Assists with developing, implementing, and coordinating a department-wide Work Site Wellness Program that promotes a healthy mind and body. Drafts correspondence, reports, issue memos, policies, procedures, and training material on health-related matters. Works with various entities to plan and coordinate a diverse annual calendar of events for Wellness activities that includes, mental, physical and financial well-being. Assists with event coordination, logistics, and registration. Assists with coordinating department participation in health-related activities as directed by the California Health and Human Services Agency. Represents Department of Child Support Services (DCSS) at events held by other State agencies. Provides outreach, communication, and marketing of the EAP to DCSS staff. Completes annual Request for Contract Services for additional EAP services (Critical Incident Stress Debriefing, mediation, etc.) not provided in the statewide EAP contract. Schedules and facilitates services requested/rendered. Monitors and tracks invoices related to department specific contract for EAP services to ensure contract funds are available. Serves as Liaison with the California Department of Human Resources' (CalHR) statewide Wellness, and EAP.</p>
10 %	<p>As the HRB Policy and Procedures Guide Coordinator, performs a variety of analytical work in support of the HRB. Works collaboratively with staff in evaluating and developing recommendations, plans, and new policies and procedures. Provides support with reviewing and publishing procedures to HRB staff using resources such as SharePoint to ensure information is up-to-date.</p>

MARGINAL FUNCTIONS

5 %

Serves as back-up analyst for other activities of the unit, such as those performed by the other Disability Analyst(s) and Safeguards Analyst.

100 %

TOTAL

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Office Centered

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6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

The incumbent routinely exercises professional and knowledgeable judgment regarding assigned responsibilities and reports critical and sensitive issues to management that can impact all DCSS employees. Faulty analysis, poor judgment, ineffective communication and inaccurate information may result in unfavorable consequences to staff and DCSS.

B. Personal Contacts:

The incumbent has regular interaction with all levels of DCSS employees, representatives of other state agencies, control agencies, and private entities.

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: ☐ **Yes** ☐ **No**

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

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

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	

B. Personal Contacts:

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Supervisor's Signature:	
Date:	