

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		WORKING TITLE Regulatory Analyst		
PROGRAM NAME Division of Workers' Compensation			UNIT NAME Legal Unit	
ASSIGNED SPECIFIC LOCATION 1515 Clay Street, 18th Fl, Oakland, CA 94612			POSITION NUMBER 400 – 601-5393-024	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Staff Services Manager I, Assistant Chief Counsel and/or Chief Counsel, the Associate Governmental Program Analyst performs complex and varied duties with limited supervision, the incumbent oversees and supports the regulatory process by providing assistance to staff and counsel in the DWC Legal Unit. The incumbent plans, organizes, and reviews all work products pertaining to the Unit's rulemaking for consistency with established policies and procedures.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Serves as a subject matter expert to the DWC Legal Unit on rulemaking projects and activities. Interprets and implements key policy changes in rulemaking packages and provides recommendations to Legal Unit staff, counsel, and management. Convenes and assists in meetings with stakeholders and tracks rulemaking activities in various stages. Identifies potential policy or process issues during the rulemaking process and provides recommendations and solutions. Identifies business needs and available resources for the regulatory process. Ensures timely and user-friendly public access to rulemaking materials on the website and other accessible platforms. Analyzes and coordinates the annual rulemaking calendars. Prepares briefings, reports, and other summaries for the Assistant Chief Counsel and Chief Counsel for ongoing rulemaking packages. Supports and provides guidance to DWC Legal Unit with rulemaking, such as analyzing data and drafting rulemaking procedure manuals. Provides guidance to ensure compliance with all applicable policies, rules, and regulations related to all rulemaking functions. Assists staff on the more complex rulemaking inquiries and provides guidance on policy issues and briefings. Provides assistance with training and presentations related to the Legal Unit's rulemaking. Attends attorney meetings as requested by the Assistant Chief Counsel and/or Chief Counsel to provide support and oversight of rulemaking in progress.

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30%	<p>Develops and implements effective programs and procedures for the DWC Legal Unit's rulemaking functions to ensure compliance with all applicable laws including, but not limited to, the California Government Code, the California Labor Code, and the California Code of Regulations. Engages with other state agencies and departments, including the Office of Administrative Law (OAL), the Department of Finance, and the Legislature. Evaluates inquiries and conducts research using the applicable codes and regulations. Works with the DWC webmaster on the design and organization of webpages featuring regulatory and other documents. Ensure timely and user friendly, public access to rulemaking materials on the website and through other accessible platforms including ensuring posted documents comply with ADA accessibility requirements. Oversees the development and maintenance of rulemaking checklists and resources. Serves as a primary liaison for DWC Legal Unit on rulemaking packages, including establishing timelines and implementing strategies and measures to ensure timeliness. Tracks the development of rulemaking packages. Notices the public on all regulatory actions. Attends public hearings coordinated by the Division. Coordinates necessary logistics for stakeholder engagement in the rulemaking process, including advisory committees and public hearings. Oversees, edits, and provides final approval for relevant documents such as notices, agendas, newlines, background briefs, etc. Collects and organizes comments from rulemaking forums and then works with staff counsel on answering comments. Reviews written responses to comments citing relevant Government and Labor Code sections, and incorporates analysis of issues addressed. Oversees expenditure to ensure that original costs identified in the bill analysis process are not exceeded in the rulemaking process. Reviews rulemaking packages for completeness and accuracy. In collaboration with attorneys, revises or supplements packages as necessary. Reviews submissions to the Office of Administrative Law (OAL), corresponds with OAL on the status of rulemaking packages. Provides edits and approval for written detailed responses to OAL to address any inquiries with the oversight of the attorney.</p>
30%	<p>Supports the Qualified Medical Evaluator (QME) program through document management, regulatory research, and data analysis. Responsibilities include drafting correspondence and memos, performing data entry, and redacting documents in Adobe Pro. Conducts regulatory research for the Medical-Legal Fee Schedule, including economic impact analysis of fee schedules. Executes surveys and studies to support regulatory adoptions and amendments. Prepares research memos for attorneys and staff on regulatory actions and legislative proposals. Develops reports and databases using Office 365, Excel (spreadsheets, pivot tables, formulas), Adobe Pro, and other applications to enhance program operations.</p>
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Percentage of Time Spent	Marginal Job Functions
5%	Remains current on mandatory and recommended training, and advises and updates management on available training for the incumbent and other members of the Legal Unit. When needed, assists with processing mail in office, scanning and distributing as appropriate.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, you are responsible for arriving to and leaving work at the times agreed upon by your supervisor including returning on time after lunch and break periods. You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You and your supervisor will participate in the regular employee appraisal process throughout your career. This appraisal process affords you and your supervisor an opportunity to discuss your job performance and career development.

Supervision Received

The incumbent is supervised by the Staff Services Manager I and Assistant Chief Counsel, but will also receive direction from the Chief Counsel.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a cubicle/office environment with natural and artificial light and temperature control. The incumbent is required to work extensively on the computer as necessary for email communication, research, drafting policy and procedure documents, and other purposes. Confidentiality must be maintained at all times due to the nature of work performed. The position allows for telework and/or hybrid work in accordance with CalHR's and the DIR's telework policy and procedures.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside DIR to complete work assignments. The incumbent must demonstrate the ability to research, interpret, and apply laws, rules, practices, and principles governing rulemaking and provide recommendations and feedback to all levels of staff. The incumbent must exercise the ability to reason logically and analyze data in order to reach accurate and defensible conclusions and complete assigned work and review for accuracy. The incumbent must demonstrate the ability to use the internet, email, desktop applications, and presentation software to complete assignments.

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Physical Abilities

The position requires the ability for prolonged sitting and to work at a computer for extended periods of time and to move and transport office items in a safe manner. The incumbent may occasionally be required to travel by car, public transit, or airplane to attend in-person meetings or trainings.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with others.

Personal Contacts

The incumbent has contact with the Administrative Director and staff at all levels within the Division and Department, as well as external stakeholders, staff at the Labor and Workforce Development Agency as well as staff from the Governor's office and Legislature.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date