

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-696-5157-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/HRSB

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Disability Management Section: Disability Unit II

SUPERVISOR'S NAME:

Michelle Puljiz

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED (Check one):

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop and maintain the best professional workforce in state service. The Human Resource Services Branch (HRSB) will develop the best workforce and work environment in state service.

CONCEPT OF POSITION:


Under the direct supervision of the Supervisor I of the Disability Unit II (DU-II), within the Disability Management Section (DMS), the Analyst I serves as the CDSS' Disability Coordinator (DC). The Analyst I will perform technical, consultative and analytical duties and will provide managers and supervisors with advice and direction in matters relating to Reasonable Accommodation (RA), Family Medical Leave Act (FMLA), and Workers' Compensation (WC). DC is responsible for processing requests/claims, interacting with employees regarding medical restrictions, medical leave, and applying all applicable Federal/State Laws.

A. RESPONSIBILITIES OF POSITION:**Essential Job Functions:**

35% The DC is responsible for the interpretation of federal and state laws and regulations including the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) and the consistent application of the Department's RA policy and procedures. The DC receives and reviews requests for RA, initiates and engages in the interactive process with the employee or applicant, the employee's health care providers and his/her supervisor to determine whether RA can be provided to appropriately meet the needs of the applicant/employee and the operational needs of the Department. The DC consults with ergonomic/technical evaluators, vendors, information technology and procurement staff to accommodate requests for equipment or assistive devices. The DC may consult with other HR professionals and legal counsel and serve as a liaison between management and the employee to work cooperatively toward resolving the request at the lowest possible level and within State Personnel Board time frames; and responds to general inquiries regarding RA/FMLA/CFRA programs and processes. The incumbent will advise managers and supervisors on the Department's policies, procedures and guidelines related to RA, FMLA/CFRA; they will be expected to maintain certification and/or technical expertise on RA and FMLA laws, concepts and practices by regularly attending formal training courses, conferences and workshops; and ensures that the Department's RA/FMLA policies, procedures and forms are in compliance with current laws, rules and regulation through periodic review, revision and process improvement strategies.

35% Manage an active caseload of less complex new and litigated disability claims. Work closely with State Compensation Insurance Fund (SCIF) regarding movement of cases and status of cases to result in timely closures and cost savings. Review billing invoices for accuracy. Ensure internal and external time lines are met; prepare written correspondence on claims to managers/supervisors and employees such as delay or accept letters, permanent and stationary notifications, modified or permanent restriction letters and options letters. Work closely with the Performance Management Unit (PMU) to receive pertinent good faith personnel action information. Analyze less complex claims to determine if investigation is warranted and work closely with managers/supervisors to gather and document facts. Prepare documentation of facts to support ordering investigations on questionable claims. Order investigation, consult with managers/supervisors, PMU and Equal Employment Opportunity Office to gather information for the investigation, prepare correspondence, copy files and provide all information to investigator. Work with SCIF regarding the process of sub-rosa in relation to the claim. Interpret and implement the Division of Occupational Safety and Health (Cal/OSHA) rules and laws. Maintain Cal/OSHA log, prepare and distribute year-end report for posting to each program. Input and monitor claims database to gather information and statistical data for use in tracking and analyzing WC injury trends and costs. Assist lead analyst with subpoenas, medical reports and recommendations. Prepare regular weekly, monthly, and quarterly reports. Prepare other reports as requested by managers/supervisors.

20 % The DC is responsible for the interpretation of federal and state laws and regulations pertaining to the FMLA and CFRA and the consistent application of the Department's FMLA/CFRA policies and procedures as they relate to FMLA/CFRA provisions. The DC receives and reviews all FMLA/CFRA notices; verifies eligibility; receives and reviews all medical certification, ensuring that the request is medically substantiated; and communicates with the employee, management, Personnel Transactions staff and Attendance Coordinators. The DC documents and maintains information pertaining FMLA in case files and on databases; writes memorandums, letters and emails to employees, management and health care professionals.

10% The DC maintains Cal/OSHA log, weekly reports, distributes year-end report, maintains all program databases, and completes reports as assigned. Ensure Department employees are advised of their rights and all RA, FMLA, and WC benefits to which they are entitled and ensure the Department is compliant with the provisions of ADA, FEHA, and WC Labor Code, Government CalHR, SPB and other applicable laws and regulations. Ensure managers/supervisors are kept apprised of the status of the request or claim. Continued education for RA, FMLA, WC laws, concepts and practices by regularly attending formal training courses, conferences and workshops; and ensures that the Department's RA/FMLA/WC policies, procedures and forms follow current laws rules and regulations through periodic review and revision. Perform other duties as assigned. 

B. SUPERVISION RECEIVED:

The DC/Analyst I is under the direct supervision of the Supervisor I and is provided general direction and guidance. However, the incumbent acts with independence and with managerial oversight. The Analyst I needs to be effective in a number of areas where good judgment and sound decision-making are necessary.

C. ADMINISTRATIVE RESPONSIBILITY:

The DC/Analyst I works with and supports the Supervisor I of the DU-II in the administrative responsibility for the functioning of the office.

D. PERSONAL CONTACTS:

The DC/Analyst I will have contact with all levels of Department employees, management, Legal Division, SCIF, CalHR, CalPERS, vendors and employee union representatives.

E. ACTIONS AND CONSEQUENCES:

The DC/Analyst I is a member of the DU-II within the Disability Management Section, in the Human Resource Services Branch. It is extremely important that the decisions and recommendations given by the incumbent are reasonable, correct and reflect the Department's policies and guidelines. The DC carries a potential of significant legal and financial liability to the Department if requests/claims are not processed timely and accurately.

F. OTHER INFORMATION:

The incumbent must possess good interpersonal communication skills, both written and verbal; analytical skills, good judgment and the ability to respond quickly. The ability to work with multiple priorities and meet deadlines. Must maintain confidentiality and sensitivity to personal medical situations. Must work cooperatively with all staff to maintain effective communication. Must maintain a high level of customer service.

The normal work schedule for this position is held within core business hours from 8:00 AM-5:00 PM.

Position is located in a high-rise building located on the 16th floor.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-696-5393-XXX

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/HRSB

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Disability Management Section: Disability Unit II

SUPERVISOR'S NAME:

Michelle Puljiz

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
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- Other *(Explain below)*

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SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

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SUPERVISION EXERCISED *(Check one)*:

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- Lead Person
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CONCEPT OF POSITION:

Under the direct supervision of the Supervisor I of the Disability Unit II (DU-II) within the Disability Management Section (DMS), the Analyst II serves as the CDSS' Disability Coordinator (DC). The Analyst II will perform highly technical, consultative and complex analytical duties and will provide managers and supervisors with advice and direction in matters relating to Reasonable Accommodation (RA), Family Medical Leave Act (FMLA), and Workers' Compensation (WC). DC is responsible for processing requests/claims, interacting with employees regarding medical restrictions, medical leave, and applying all applicable Federal/State Laws.

A. RESPONSIBILITIES OF POSITION:**Essential Job Functions:**

35% Manage an active caseload of complex requests. The DC is responsible for the interpretation of federal and state laws and regulations including the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) and the consistent application of the Department's RA policy and procedures. The DC receives and reviews requests for RA, initiates and engages in the interactive process with the employee or applicant, the employee's health care providers and his/her supervisor to determine whether RA can be provided to appropriately meet the needs of the applicant/employee and the operational needs of the Department. The DC consults with ergonomic/technical evaluators, vendors, information technology and procurement staff to accommodate requests for equipment or assistive devices. The DC may consult with other HR professionals and legal counsel and serve as a liaison between management and the employee to work cooperatively toward resolving the request at the lowest possible level and within State Personnel Board time frames; and responds to general inquiries regarding RA/FMLA/CFRA programs and processes. The incumbent will advise managers and supervisors on the Department's policies, procedures and guidelines related to RA, FMLA/CFRA; they will be expected to maintain certification and/or technical expertise on RA and FMLA laws, concepts and practices by regularly attending formal training courses, conferences and workshops; and ensures that the Department's RA/FMLA policies, procedures and forms are in compliance with current laws, rules and regulation through periodic review, revision and process improvement strategies.

35% Manage an active caseload of complex, new, and litigated disability claims. Work closely with State Compensation Insurance Fund (SCIF) regarding movement of cases and status of cases to result in timely closures and cost savings. Review billing invoices for accuracy. Ensure internal and external time lines are met; prepare written correspondence on claims to managers/supervisors and employees such as delay or accept letters, permanent and stationary notifications, modified or permanent restriction letters and options letters. Work closely with the Performance Management Unit (PMU) to receive pertinent good faith personnel action information. Analyze less complex claims to determine if investigation is warranted and work closely with managers/supervisors to gather and document facts. Prepare documentation of facts to support ordering investigations on questionable claims. Order investigation, consult with managers/supervisors, PMU and Equal Employment Opportunity Office to gather information for the investigation, prepare correspondence, copy files and provide all information to investigator. Work with SCIF regarding the process of sub-rosa in relation to the claim. Interpret and implement the Division of Occupational Safety and Health (Cal/OSHA) rules and laws. Maintain Cal/OSHA log, prepare and distribute year-end report for posting to each program. Input and monitor claims database to gather information and statistical data for use in tracking and analyzing WC injury trends and costs. Assist lead analyst with subpoenas, medical reports and recommendations.

20 % The DC is responsible for the interpretation of federal and state laws and regulations pertaining to the FMLA and CFRA and the consistent application of the Department's FMLA/CFRA policies and procedures as they relate to FMLA/CFRA provisions. The DC receives and reviews all FMLA/CFRA notices; verifies eligibility; receives and reviews all medical certification, ensuring that the request is medically substantiated; and communicates with the employee, management, Personnel Transactions staff and Attendance Coordinators. The DC documents and maintains information pertaining FMLA in case files and on databases; writes memorandums, letters and emails to employees, management and health care professionals.

10% The DC maintains Cal/OSHA log, weekly reports, distributes year-end report, maintains all program databases, and completes reports as assigned. Ensure Department employees are advised of their rights and all RA, FMLA, and WC benefits to which they are entitled and ensure the Department is compliant with the provisions of ADA, FEHA, and WC Labor Code, Government CalHR, SPB and other applicable laws and regulations. Ensure managers/supervisors are kept apprised of the status of the request or claim. Continued education for RA, FMLA, WC laws, concepts and practices by regularly attending formal training courses, conferences and workshops; and ensures that the Department's RA/FMLA/WC policies, procedures and forms follow current laws rules and regulations through periodic review and revision. Perform other duties as assigned.

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C. ADMINISTRATIVE RESPONSIBILITY:

The DC/Analyst II works with and supports the Supervisor I of the DU-II in the administrative responsibility for the functioning of the office. The DC/Analyst II may act for the Supervisor I as requested.

D. PERSONAL CONTACTS:

The DC/Analyst II will have contact with all levels of Department employees, management, Legal Division, SCIF, CalHR, CalPERS, vendors and employee union representatives.

E. ACTIONS AND CONSEQUENCES:

The DC/Analyst is a primary member of the DU-II within the Disability Management Section, in the Human Resource Services Branch. It is extremely important that the decisions and recommendations given by the incumbent are reasonable, correct and reflect the Department's policies and guidelines. The DC carries a potential of significant legal and financial liability to the Department if requests/claims are not processed timely and accurately.

F. OTHER INFORMATION:

The incumbent must possess good interpersonal communication skills, both written and verbal; analytical skills, good judgment and the ability to respond quickly. The ability to work with multiple priorities and meet deadlines. Must maintain confidentiality and sensitivity to personal medical situations. Must work cooperatively with all staff to maintain effective communication. Must maintain a high level of customer service.

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