



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Human Resources Office	POSITION NUMBER	300-145-5393-XXX
CLASSIFICATION	Analyst II (Leave/Return to Work Coordinator)		

SCOPE

Under the direction of the Human Resources Operations Manager (Supervisor II), the incumbent serves as the leave coordinator and subject matter expert for the Human Resources Office (HRO). The incumbent performs a variety of analytical and technical responsibilities of routine and complex difficulty at the journey level pertaining to sensitive personnel issues including the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Non-Industrial Disability Insurance (NDI), NDI-Family Care Leave (NDI-FCL), Reasonable Accommodations, fitness for duty, and Workers Compensation programs. The incumbent will develop procedures and guidelines related to return-to-work and demonstrate a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations.

The incumbent works independently, exercises sound judgement and applies consistent analytical practices in interpreting and applying state and federal laws, departmental policies, and control agency rules and regulations. The incumbent conducts research, evaluates requests, and prepares written correspondence for internal and external customers regarding various program-related matters.

ESSENTIAL FUNCTIONS

35%	<p><u>Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) Program</u> Independently research and determine employee eligibility for leave under the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) compliant with FMLA and CFRA laws, rules, and regulations. Prepare, distribute, track and send form letters notifying employees and their supervisors of their eligibility; develop FMLA leave tracking files and monitor leave to ensure it is tracked accurately; file and maintain case files. Develop and provide information (verbal and written) to injured/ill workers and their supervisors regarding the process for FMLA/CFRA within required timeframes as governed by laws, rules, and regulations; provide information regarding benefits, compensation, supplementation of leave credits; maintain contact with employees and in certain situations with employee family members. Process FMLA/CFRA requests; review medical certifications for accuracy and completeness in order to make a determination; ask for clarification regarding medical certifications as needed; inform employees of their rights and responsibilities under these benefits; issue approval/denial letters to employees requesting leave; provide consultative services to all levels of staff and management; maintain employee health benefits while on leave in accordance with applicable usage and accruals, including the California Leave Accounting System (CLAS) monthly, reconcile and record leave discrepancies and amends timesheet as needed. Analyze new or updated laws, rules, regulations, and statewide policy applicable to HRO and draft appropriate correspondence, procedures, and or internal policies to recommend to the HRO management.</p>
35%	<p><u>Non-Industrial Disability Insurance (NDI)/NDI Family Care Leave (NDI-FCL) Programs</u> Independently administer the Non-Industrial Disability Insurance (NDI)/NDI Family Care Leave (NDI-FCL) wage continuation programs; serve as liaison to the Employment Development Department (EDD), State Controller's Office (SCO), California Department of</p>

	<p>Human Resources (CalHR), and employees; interpret, analyze, and apply applicable laws, rules, and regulations; manage and process claims, provide guidance to employees in filing of appropriate applications, obtain necessary physician verifications, advise on appropriate benefits including the coordination of other benefits which the employee may be entitled; maintain contact with employees and in certain situations with employee family members; research and prepare personnel transactions documents and enter information into the SCO database system; request, verify, and release payments and supplementation payments to employees, manage all disability master payroll, resolve pay issues, establish accounts receivables, and process salary advances; process continuation of benefit forms; audit employee leave usage and accruals, including the CLAS monthly, reconcile and record leave discrepancies and amend timesheet as needed. Audit and reconstruct employment history, pay history, and leave/attendance, if needed.</p>
<p>10%</p>	<p><u>Reasonable Accommodations (RA)</u> Resolve issues and facilitate the return to work of employees with medical restrictions. Interact with, advise, and consult management, supervisors and employees regarding medical personnel action options. Analyze medical information, evaluate requests for RA from Department of Finance (DOF) employees and conduct research to identify alternative methods of accommodation. Analyze findings and make recommendations for appropriate accommodations that meets the employee's medical needs, as well as the business needs of the Department. This may include consulting with the employee, the employee's supervisor, high level management, medical professionals, and legal offices. Communicate verbally and in writing to provide information supporting the resolution of employment issues related to the employee's medical condition. Provide technical consultative services to all levels of DOF to facilitate the return to work of employees with medical limitations.</p>
<p>10%</p>	<p><u>Workers' Compensation Program (WC)</u> Serve as the primary liaison with the State Compensation Insurance Fund (SCIF), SCIF claimants and CalHR. Manage workers' compensation claims; act as liaison with SCIF claims adjusters; ensure the Department is in compliance with workers' compensation laws, rules, and regulations; track and monitor claims; consult with program management regarding claims; send notice and proper documentation to employees who may have been injured in the workplace, provide information to injured workers regarding claims processing, benefits levels, forms, return to work issues, and provide recommendations and options; work with management and SCIF regarding claims settlement and adjudication issues; consult with management in making recommendations regarding claims settlements; prepare written correspondence and reports as necessary; complete or assist in the completion of accurate Employer's First Reports of Occupational Injury/Illness to SCIF; review and audit claim data to identify work restrictions or action to be taken, and provide recommendations to management, including facilitating and coordinating employee's return to work options and modified duty requests; maintain and update employee files. Responsible for processing employment history, payroll, and leave accounting activities; research and prepare personnel transactions documents and enter information into the State Controller's Office (SCO) database system; request, verify, and release payments and supplementation payments to employees, manage all disability master payroll, resolve pay issues, establish accounts receivables, and process salary advances; audit employee leave usage and accruals, including the California Leave Accounting System (CLAS) monthly, reconcile and record leave discrepancies and amend timesheet as needed, restore leave balances in CLAS based on approvals from SCIF; Audit and reconstruct employment history, pay history, and leave/attendance, if needed.</p>
<p>10%</p>	<p><u>Other Related Duties</u> Attend RTW forum; WC Forum; FMLA Roundtable; SCIF meetings; and other related</p>

	forums/meetings on a regular basis and provide updates to HR Operations Manager. Develop and revise procedures, policies, and staff communications related to medical and disability matters. Perform other job-related duties within the scope of the classification.
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KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.
- Methods and techniques of effective communication and leadership.

The incumbent is required to possess the following abilities:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Coordinate the work of others.
- Act as a team leader.
- Appear before legislative or other committees.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (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 discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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 and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM)			
PBM SIGNATURE		DATE	