



DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Analyst II	Working Title: Return to Work / Workers' Compensation Coordinator
Position Number: 006-176-5393-702	CBID: R01
Work Week Group: 2	Work Hours: Monday- Friday, 8:30 am-5:00 pm
Command/Directorate/Unit: J1/State Personnel/Return to Work	Physical Work Location: 10601 Bear Hollow Drive, Rancho Cordova, CA 95670
Supervisor Name: Padma Linker	Supervisor Classification/Rank: Supervisor II
Current Incumbent: Vacant	Effective Date:

Position Requirements:

- | | |
|--|---|
| ☐ Conflict of Interest Filer (Form 700) | ☐ Travel to Multiple Locations |
| ☐ California Driver's License | ☐ Occasional Travel |
| ☐ Class A ☐ Class B ☐ Class C | ☐ Other (Specify): _____ |
| ☐ Class C w/Endorsement: _____ | |

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

Under the direction of the Supervisor II, the Analyst II will independently perform complex technical and analytical work in the administration of the department's Workers' Compensation (WC), and all Leaves of Absence (LOA), including Family and Medical Leave, (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Reasonable Accommodation (RA), Return to Work (RTW), and Catastrophic Leave Program (CLP).

Essential Functions:

45%	Reasonable Accommodation, Leave Management, and Disability Programs Administration - Independently provide consultation and technical expertise to management and employees regarding compliance with the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA), and related laws, including employee and supervisor rights and responsibilities. - Administer, manage, analyze, and process leave of absence programs including but not limited to FMLA, CFRA, PDL, and other applicable leave laws and policies. - Analyze and evaluate concurrent and consecutive leave provisions to ensure accurate application of state and federal regulations. - Coordinate and manage medical and disability cases from intake through resolution including, LOA, FMLA, CFRA, PDL, CLP, WC, RA, RTW, and Employee Assistance Program (EAP) as necessary. - Review, interpret and evaluate medical documentation to determine appropriate next steps; request clarification when necessary while ensuring compliance with confidentiality requirements. - Coordinate RTW and RA solutions with the supervisor, employee, and representative according to substantiated work limitations and/or restrictions, as it relates to the employee's essential and functional job requirements. - Maintain strict confidentiality of medical and personnel information (e.g., performance, attendance issues, payroll, benefits, etc.) in accordance with applicable laws and departmental policies.
-----	--

Duty Statement

CMD 900-54
(Rev. 09/2024)

	• Monitor and track medical/disability cases to ensure timely processing, compliance with statutory deadlines, and appropriate case progression. • Communicate with supervisors to confirm employees' RTW status and ensure proper documentation and system updates.
40%	Workers' Compensation Program Administration • Manage the life cycle of workers' compensation claims including regular review of assigned cases (at minimum every 90 days or more frequently as needed) to determine appropriate course of action. • Analyze and evaluate claim related activities such as settlements, disability payments, apportionments, subrogation, medical rehabilitation, and litigation status. • Prepare and coordinate settlement recommendations and obtain appropriate departmental authorization in collaboration with the executive leadership and legal counsel. • Monitor and track calendared events such as Agreed Medical Examiner (AME) and Qualified Medical Examiner (QME) appointments and notify management of key developments. • Collaborates with legal counsel and external partners to support conference hearings, court appearances and changes to provide timely settlement authorization or representation. • Collaborate with claim administrators (e.g., State Compensation Insurance Fund) to prepare for hearings and trials. Including gathering evidentiary documentation, coordinating witness and supervisory interviews.
10%	Training, Program Development, and Wellness Initiatives • Develop and deliver training materials and presentations to management and staff regarding program areas, policies and compliance requirements. • Develop, implement, and promote employee wellness initiatives and programs tailored to departmental needs. • Develop and maintain wellness-related communications including departmental newsletters and informational resources. • Stay current on applicable laws, regulations, mandates, policies, and best practices; complete required annual training requirements and ensure program compliance.
Non-Essential/Marginal Functions:	
5%	• Attend meetings, training and professional development opportunities, such as forums, on behalf of the department. • Maintain and update employee wellness resources, including the intranet content and Employee Assistance Program (EAP) webpages.
Knowledge, Skills, and Abilities:	
Knowledge of: 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.	
Skills: N/A	
Ability to: 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; and 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, and appear before legislative or other committees.

Required Qualifications: N/A

Desirable Qualifications:

- Knowledge of federal and California employment laws, including the ADA, FEHA, FMLA, CFRA, PDL, and workers' compensation statutes.
- Experience managing the lifecycle of employee leave, reasonable accommodation, and workers' compensation cases, including monitoring timelines, documenting actions, and coordinating with medical professionals, supervisors, and legal counsel.
- Strong written and verbal communication skills, including the ability to prepare reports, training materials, and policy guidance.
- Demonstrated ability to coordinate solutions for complex cases involving medical restrictions, accommodations, and workplace modifications.
- Demonstrated ability to handle sensitive employee medical and personnel information with discretion and in accordance with applicable laws and departmental policies.
- Experience developing and delivering training sessions or educational resources for management and staff on compliance, leave, disability, or wellness programs.
- Proficiency with Human Resources information systems, leave tracking systems, case management tools, and standard office software (e.g., MS Office Suite).
- Demonstrated ability in staying current with changes in employment law, regulations, internal policies, and best practices related to leave, disability, and wellness programs.

Work Environment:

- The position requires extensive use of a computer keyboard for several hours per day.
- Duties are primarily performed while sitting, with occasional walking or standing for brief periods.
- The incumbent attends meetings and hearings and works with staff statewide to complete assignments.

Physical/Mental Abilities:

- Ability to analyze complex medical, disability, and leave data to make sound determinations regarding leave administration, reasonable accommodations, and return-to-work decisions.
- Ability to educate and advise management, supervisors, and employees on compliance issues and policies in a professional and confidential manner.
- Ability to concentrate for extended periods and analyze complex information.
- Ability to perform repetitive keyboarding and data entry tasks.
- Ability to manage multiple priorities and meet deadlines.
- Ability to maintain professionalism and confidentiality in sensitive situations.
- Ability to communicate clearly and exercise sound judgment.

Equipment Used:

- Standard office equipment, including computer, keyboard, mouse, monitor, printer, and scanner.
- Telephone, headset, and videoconferencing equipment for virtual meetings and hearings.
- Copier, fax, and other common office tools as needed.

Duty Statement

CMD 900-54
(Rev. 09/2024)

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print) Linda Critchfield	Signature	Date 4/7/2026



DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Analyst I	Working Title: Return to Work / Workers' Compensation Coordinator
Position Number: 006-176-5157-702	CBID: R01
Work Week Group: 2	Work Hours: 8:30 a.m. – 5:00 p.m., Monday- Friday
Command/Directorate/Unit: J1/State Personnel/Return to Work	Physical Work Location: 10601 Bear Hollow Drive, Rancho Cordova, CA 95670
Supervisor Name: Padma Linker	Supervisor Classification/Rank: Supervisor II
Current Incumbent: Vacant	Effective Date:

Position Requirements:

- | | |
|--|---|
| ☐ Conflict of Interest Filer (Form 700) | ☐ Travel to Multiple Locations |
| ☐ California Driver's License | ☐ Occasional Travel |
| ☐ Class A ☐ Class B ☐ Class C | ☐ Other (Specify): _____ |
| ☐ Class C w/Endorsement: _____ | |

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

Under the supervision of the Supervisor II, the Analyst I will perform technical and analytical work in the administration of the department's Workers' Compensation (WC), and all Leaves of Absence (LOA), including Family and Medical Leave, (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Reasonable Accommodation (RA), Return to Work (RTW), and Catastrophic Leave Program (CLP).

Essential Functions:

- | | |
|-----|---|
| 45% | Reasonable Accommodation, Leave Management, and Disability Programs Administration <ul style="list-style-type: none">• Assist in providing guidance to management and employees regarding compliance with the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA), and related laws, including employee and supervisor rights and responsibilities.• Support the administration and processing of leave of absence programs including but not limited to FMLA, CFRA, PDL, and other applicable leave laws and policies.• Assist in analyzing concurrent and consecutive leave provisions to ensure accurate application of state and federal regulations.• Track and manage medical and disability cases from intake through resolution including, LOA, FMLA, CFRA, PDL, CLP, WC, RA, RTW, and Employee Assistance Program (EAP) as necessary.• Review medical documentation and seek guidance from supervisors to determine appropriate next steps while maintaining strict confidentiality.• Assist in coordinating RTW and RA solutions with the supervisors, employees, and representatives following documented medical restrictions, and essential job functions.• Maintain confidentiality of medical and personnel information (e.g., performance, attendance issues, payroll, benefits, etc.) in accordance with applicable laws and departmental policies.• Monitor and track medical/disability cases to ensure timely processing, compliance with statutory deadlines, and appropriate case progression. |
|-----|---|

Duty Statement

CMD 900-54
(Rev. 09/2024)

	Communicate with supervisors to confirm employees' RTW status and ensure proper documentation and system updates.
40%	Workers' Compensation Program Administration - Assist in the management and monitoring of workers' compensation claims including regular review of assigned cases (at minimum every 90 days or more frequently as needed) under supervision to determine next steps or follow-up actions. - Support the analysis of claim related activities such as settlements, disability payments, apportionments, subrogation, medical rehabilitation, and litigation status. - Prepare draft settlement recommendations and supporting documentation for review by executive leadership and legal counsel. - Track calendared events such as Agreed Medical Examiner (AME) and Qualified Medical Examiner (QME) appointments and notify management of key developments. - Assist legal counsel and external partners to by providing documentation and coordination for hearings, conferences, or trial preparation, - Support coordination with claim administrators (e.g., State Compensation Insurance Fund) by compiling evidence, coordinating interviews and organizing case materials.
10%	Training, Program Development, and Wellness Initiatives - Assist in developing and delivering training materials and presentations for management and staff regarding program areas, policies and compliance requirements. - Support the implementation, and promotion of employee wellness initiatives and programs. - Assist in maintaining wellness communications including departmental newsletters and informational resources. - Stay current on applicable laws, regulations, mandates, policies, and best practices; complete required annual training requirements and ensure program compliance.
Non-Essential/Marginal Functions:	
5%	- Attend meetings, training and professional development opportunities, such as forums as directed. - Maintain and update employee wellness resources, including the intranet content and Employee Assistance Program (EAP) webpages.
Knowledge, Skills, and Abilities:	
Knowledge of: 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.	
Skills: N/A	
Ability to: 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; and 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, and appear before legislative or other committees.	
Required Qualifications: N/A	
Desirable Qualifications: - Knowledge of federal and California employment laws, including the ADA, FEHA, FMLA, CFRA, PDL, and workers' compensation statutes. - Experience assisting leave administration, reasonable accommodation, and workers' compensation cases, including monitoring timelines, documenting actions, and coordinating with medical professionals, supervisors, and legal counsel.	

Duty Statement

CMD 900-54
(Rev. 09/2024)

• Strong written and verbal communication skills for preparing reports, documentation or training materials. • Demonstrated discretion in handling sensitive employee medical and personnel information. • Proficiency with Human Resources information systems, leave tracking systems, case management tools, and standard office software (e.g., MS Office Suite). • Ability to stay current with changes in employment law, regulations, internal policies, and best practices.		
Work Environment: • The position requires extensive use of a computer keyboard for several hours per day. • Duties are primarily performed while sitting, with occasional walking or standing for brief periods. • The incumbent attends meetings and hearings and works with staff statewide to complete assignments.		
Physical/Mental Abilities: • Ability to analyze technical and medical documentation under supervision. • Ability to advise and educate staff on compliance issues professionally. • Ability to concentrate for extended periods and analyze complex information. • Ability to perform repetitive keyboarding and data entry tasks. • Ability to manage multiple priorities and meet deadlines. • Ability to maintain professionalism and confidentiality in sensitive situations. • Ability to communicate clearly and exercise sound judgment.		
Equipment Used: • Standard office equipment, including computer, keyboard, mouse, monitor, printer, and scanner. • Telephone, headset, and videoconferencing equipment for virtual meetings and hearings. • Copier, fax, and other common office tools as needed.		
Employee Certification: This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator. I have read the duty statement and discussed the duties with my supervisor.		
Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print) Linda Critchfield	Signature	Date 4/7/2026