

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22



DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # 27-002 / JC-524139	
POSITION NUMBER 040-450-5393-857	CLASSIFICATION Analyst II	WORKING TITLE HR Analyst	
DIVISION Administration	SECTION/UNIT Human Resources Unit	CBID R01	WWG 2
WORK DAYS Monday - Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and 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 a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and helping them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I 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 the assigned duties as described above 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 Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
--------------------------------	-----------------------------	-------------

SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential job 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'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
----------------------------------	-------------------------------	-------------

DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the direction of the Supervisor II in the Human Resources Unit (HRU), this position is responsible for performing highly responsible, diverse, and complex technical personnel-related, consultative, and analytical work. Working closely with all levels of management, the incumbent serves as a liaison with relevant control agencies, providing recommendations and consultations to managers, supervisors, and employees on a wide range of personnel issues. The Human Resources Analyst strategically plans, conducts, and evaluates a comprehensive and holistic occupational health and safety program aimed at fostering a safe working environment. The incumbent also plays a pivotal role in effectively coordinating and implementing the return-to-work program for CalVCB.

**PERCENTAGE
OF TIME
SPENT****DUTIES****%****ESSENTIAL JOB FUNCTIONS**

35%

Health and Safety:

Independently maintain and provide information to staff related to health and safety and the Injury and Illness Prevention Plan. Research, compile and analyze governing regulations, guidance, and statutes for Health and Safety topics, including but not limited to CalOSHA, CalHR, DGS, and other directives to ensure CalVCB program compliance. Conduct biannual inspections, provide training, reports, and maintain records; Conduct ergonomic evaluations for new employees and existing employee workstations; Coordinate with other sections/units as required or needed for ergonomic changes and equipment; Develop and implement tools and educational material related to health and safety; Respond to employee emergencies and ensure appropriate protocol is followed, including submission of incident reports; Compiles and analyzes the regional Cal OSHA Log 300; Assist with the coordination with law enforcement to mitigate potential harm (e.g. threats to CalVCB employees by claimants, or threats of claimants to injure self); Maintain safety equipment as needed. Follows and interprets federal, state, and local health and safety regulations and advises management concerning best practices. Develop and implement a health and safety inspection program; perform safety and sanitation inspections; evaluate deficiencies and recommend corrective actions. Maintain the Emergency Response Plan and conduct disaster drills to comply with facility accreditation requirements; obtain and determine appropriate use of posters and audio-visual materials/aids in training programs and safety campaigns.

30%

Independently coordinate the CalVCB Return to Work Program. Independently facilitates the medical leave process including but not limited to: Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Family Care Leave (FCL), Disability Insurances, union bargaining contract language, payroll, and benefits. Tracks all FMLA/CFRA usage and medical certifications. Responds to medical leave requests and manages the centralized email inbox. Determines eligibility for employees requesting FMLA/CFRA/PFL/FCL. Independently gathers and reviews Certification of Health Care Provider forms for accuracy and completeness and issues a determination to the HRU Manager. Research and apply labor code provisions governing FMLA/CFRA/PFL/PDL and medical leaves. Under supervision, issues approval/denial letters to employees requesting

DUTY STATEMENT

(REV. 04/22)

20%	FMLA/CFRA/PDL or other medical leaves. Assist program management with proper administration of approved FMLA/CFRA/PDL leaves. Gathers, reviews and maintains confidential and sensitive medical information relating to affected employees with absence. Independently coordinates with the Personal Specialist to obtain information to determine eligibility for FMLA/CFRA/PDL benefits. Manages the department's Workers' Compensation Program. Manage workers' compensation claims through the claim lifecycle. Provides complex and technical consultation to managers, supervisors, and employees about rights and benefits under workers' compensation laws. Respond to employee claims and serve as the liaison between CalVCB, employees, and SCIF in managing Workers' Compensation claims; Participate in strategy meetings with State Compensation Insurance Fund (SCIF) and departmental managers on providing injury prevention and education to minimize workers' compensation claims; Responsible for reviewing all medical analysis on individual employee claims and making recommendations for action to management. Submit information to CalPERS regarding disability retirements, including employer-generated retirements. Arrange for Fitness-for Duty evaluations at management's request. Draft communications to address new guidance on RTW topics for management review.
10%	Assist with other HR Projects as necessary. Provide in-depth research, analysis, and coordination with managers, supervisors, and CalVCB staff. Prepare templates, reports and presentation materials as needed to complete projects. This may require gathering, researching, and analyzing data.
%	<u>Marginal Functions:</u>
5%	Other duties as assigned.

DESIRABLE QUALIFICATIONS

- Ability to interpret and apply the laws, rules, and policies associated with reasonable accommodation, workers' compensation, FMLA/NDI/SDI, and medical leave of absence programs.
- Ability to conduct research and analyze data to recommend solutions and resolutions regarding personnel issues.
- Experience providing excellent customer service to internal and external customers.
- Ability to communicate professionally and effectively with all levels of staff.
- Ability to maintain confidentiality with all levels of management and staff.
- Ability to plan, organize, and prioritize workload, as well as to work under pressure to meet deadlines.
- Ability to interpret and apply laws, rules, regulations, standards, and policies/procedures.
- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.

DUTY STATEMENT

(REV. 04/22)

- Demonstrate ability to express ideas and information clearly and accurately, both orally and in writing.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Manage multiple and changing priorities, while ensuring deadlines are met.
- Maintain acceptable, consistent, and regular attendance.
- Complete assignments in a timely and efficient manner.
- Ability to be flexible and perform under pressure with deadlines.
- Ability to conduct research and analyze data to recommend solutions and resolutions regarding personnel issues.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting, using a computer and telephone.
- Common, eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving objects up to thirty pounds.