

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: MH	Date: 01/01/2026
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-543-5157-600	Unit Human Resources		
Class Title Analyst I – FMLA/CFRA Coordinator	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group 2	Class Ranges A, B, C
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the supervision of the Supervisor I (HR Transactions Manager), and functional direction of the Analyst II – Lead FMLA/CFRA Coordinator, performs consultative analytical assignments relating to the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL). This includes providing timely and appropriate consultation and technical assistance to employees, supervisors, and managers regarding these leave entitlements.			
60%	Process requests for FMLA, CFRA, and PDL leave entitlements. Coordinate and monitor FMLA, CFRA, and PDL administration as directed by the Analyst II – Lead FMLA/CFRA Coordinator and in collaboration with Student Assistant, and Personnel Transactions staff to ensure employees are receiving all benefits provided by applicable law, statute, policy, and procedure. Maintain accurate records in the FMLA/CFRA database to reflect leave status and ensure that appropriate documentation exists for internal and external audit purposes.		
20%	Provides consultation and recommendations to managers and supervisors on general FMLA, CFRA, and PDL procedures and issues. Works in collaboration with the Analyst II – Lead FMLA/CFRA Coordinator to respond to more complex FMLA, CFRA, and PDL issues. Corresponds with employees and managers via e-mail, letters and/or phone. Responds in a professional and timely manner, displaying excellent customer service skills. Attends all FMLA/CFRA Coordinator meetings including meetings with the Department of State Hospitals - Sacramento staff.		
15%	Assist the Analyst II – Lead FMLA/CFRA Coordinator in evaluating, monitoring, and tracking FMLA, CFRA, and PDL data to determine trends related to leave entitlements. Provide feedback on process and policy improvement. Assist the Analyst II – Lead FMLA/CFRA Coordinator in providing training courses on FMLA, CFRA, and PDL leave, including 80-hour Supervisor Development Program		

	(SDP), annual refresher training for supervisors, and as-needed requests by individual work areas. Assist the Analyst II - Lead FMLA/CFRA Coordinator in distribution of daily, weekly, monthly, and as needed reports.
5%	Assist with special projects, training, and other complex duties as assigned by the Supervisor I (HR Transactions Manager) and/or Analyst II – Lead FMLA/CFRA Coordinator.
Other Information	Supervision Received: Supervisor I (HR Transactions Manager) Functional Direction from Analyst II – Lead FMLA/CFRA Coordinator Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. 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. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

	CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES • Knowledge of basic Personnel policies, laws, rules, and regulations • Knowledge of State and Federal Laws (e.g., Family Medical Leave Act, California Family Rights Act, etc.) to research and resolve complex requests TECHNICAL COMPETENCIES • Compose and prepare responses in compliance with applicable laws, regulations and leave benefit policies. • Review and apply DSH FMLA, CFRA, and PDL policy revisions to DSH-A policies. • Ability to create spreadsheets and reports in Excel. • Ability to fluently enter information into MS Access program with intermediate or above understanding of MS Access. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached
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	WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
	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 Office of Human Rights). Employee Signature Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. Supervisor's Signature Date Reviewing Supervisor's Signature Date

Physical Requirements of Position
Analyst I (5157)
HR-FMLA/CFRA Coordinator

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.	X					
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing		X				
Walking		X				
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)					X	
Walking on uneven ground	X					
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					