

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Health Management (OEHM)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-545-4800-xxx		MCR / HCR 2	
DIVISION / UNIT Workers' Compensation Claims Section		CLASSIFICATION TITLE Supervisor I			
		WORKING TITLE Supervisor I			
		TIME BASE / TENURE Perm/FT	CBID S01	WWG E	COI Yes ☒ No ☐
LOCATION Rancho Cucamonga, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
Under the general direction of the Supervisor II, Workers' Compensation Claims Section (WCCS), the incumbent is one of the Supervisor Is responsible for supervising and directing the work of assigned professional staff within the Workers' Compensation Claims and Support program. The Supervisor I provides supervision to Analyst I and Analyst II.					
GENERAL STATEMENT					
The incumbent plans, organizes, reviews and approves all work products for consistency with established policies, procedures, and program goals; establishes unit priorities, goals, objectives and work assignments; and organizes staff resources and develops implementation plans to effectively respond to emerging priorities. The incumbent performs the more difficult and complex program activities in support of the WC program and serves as a subject matter expert on WC issues. Travel will be required.					

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	Plan, organize, direct and review the work of assigned analytical staff in the administration of CDCR workers' compensation claims filed by CDCR Headquarters staff, Institutional staff and CDCR incarcerated individuals. Ensure all claims are filed timely, investigated and managed. Work with State Compensation Insurance Fund (SCIF) and Human Resources (HR) staff to ensure workers' compensation benefits are correctly calculated and paid timely. Refer claims with suspected fraudulent activity to SCIF and the Office of Internal Affairs (OIA) for further investigation. Work effectively with the Office of Legal Affairs (OLA) Workers' Compensation attorneys on managing legally complex and potentially high-cost claims. Manage CDCR statewide sensitive, death and incarcerated individual workers' compensation claims. Understand and ensure the proper application of the California Labor Code, relevant case law and approved CDCR policy and procedures applicable to claims administration. Develop and promote the use of "best practices" with the goal of ensuring the application of consistent and efficient business practices within the framework of the State Fund Master Agreement, the CA Labor Code, CA Code of Regulations, and the Departmental Operations Manual (DOM). Develop subject matter expertise (SMEs) for all individual components of the workers' compensation program and provide consultative services to the field to ensure compliance with the procedures of the CDCR Workers' Compensation program. Develop and keep key measures of effectiveness (statistics) related to unit work processes.
30%	Perform all supervisory functions related to assigned staff, including recruiting, hiring, training, evaluating performance, preparing probationary reports, Individual Development Plans, and reviewing Merit Salary Adjustments. Implement corrective action and progressive discipline, as necessary. Review and approve monthly timesheets and staff requests for time off.
20%	Assist in the management of the WCCS by participating as a member of the management team in developing strategic goals and objectives of the program, attending meetings and representing WCCS, and by interacting with customers and stakeholders of the WCCS, both inside and outside of CDCR. Act in the absence of the WCCS Program manager. Represent WCCS in meetings and conference calls.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management, recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Travel and attend meetings and training as needed. Performs other job-related duties, as required.
SPECIAL PERSONAL CHARACTERISTICS	
• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.	
SPECIAL REQUIREMENTS	
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this. • This position requires the incumbent to maintain strict confidentiality and adhere to the CDCR Code of Conduct. • Occasional local and overnight travel required to departmental work locations as necessary.	
CONSEQUENCE OF ERROR	

- Consequences of error may cause significant delays in defending a workers' compensation claim and/or delay in delivering a benefit due to the injured worker. Such delays can result in negative financial impacts to the department such as penalties and sanctions incurred at the Worker's Compensation Appeals Board.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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