



Duty Statement

Request for Personnel Action (RPA) Number eRPA 2627-00052	Effective Date
Classification Title Analyst I	Position Number 564-182-5157-005
Working Title Medical Leave Analyst	Bureau and Section Business and Human Resources Bureau / Personnel Services Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the supervision of the Administrator I, the Analyst I assists in processing the department's requests for federal & state job protections while working within the framework of laws, rules, policies and guidelines. The incumbent will be responsible for a variety of analytical tasks including interpreting, analyzing and applying the law to procedures and processes. The incumbent will maintain and organize data; provide status updates; and present information to staff and management. Additionally, the incumbent is expected to provide excellent customer service; gain and maintain the confidence and cooperation of executive management, co-workers, departmental employees, applications, other public agency personnel, and the public.

Essential Functions

Percentage	Description
50%	Process and monitor the status of federal and state job protection requests. Communicate with employees and managers throughout the process to ensure all options are considered. Work in collaboration with personnel representatives such as Equal Employment Opportunity (EEO) Office, Labor Relations (LR), Personnel Management Unit (PMU), and Legal to ensure compliance with bargaining unit language, government code, civil service laws and federal, California, Texas, Illinois and New York leave laws and regulations for job protection.
30%	Update, track, and monitor Franchise Tax Board's (FTB) Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) claims using a database, from initial notification through exhaust or expiration of claim. Record actions taken on each case, provide updated lists to staff for prioritization of workload to ensure timely response to employees on FMLA. Provide an updated monthly listing of active FMLA cases to Timekeepers. Analyze and provide monthly statistics reports to management. Verify the accuracy and completeness of data and information obtained from research and data gathering. Compile information and data from multiple sources to complete research. Reconcile discrepancies in data and information pertaining to program activities, using spreadsheet software to organize and present tables, graphs, and charts.
10%	Develop and conduct training on federal & state job protections to ensure compliance with applicable laws and/or quality customer service. Audiences may include managers and supervisors, peers, customers, or other agencies. Work on special projects as the need is identified.

Marginal Functions

Percentage	Description
10%	Coordinate with management and medical providers to obtain employee medical information and/or evaluations necessary to determine the appropriate employee status, placement, and duties, and act as a technical resource to the department's Reasonable Accommodation Program.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date