



Classification: Analyst II
Position Number: 880-600-5393-872

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 25-600-XXX	Classification Title: Analyst II	Position Number: 880-600-5393-872
Incumbent Name: VACANT	Working Title: Analyst II	Effective Date: August 2026
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Administrative Services		Section/Unit: Human Resources / Return To Work Unit
Supervisor's Name: Carmen Harris		Supervisor's Classification: Supervisor I

Human Resources Use Only:

HR Analyst Approval: *Kathleen Hill*

Date: August 2026

General Statement

Under the direction of the Supervisor I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

Position Description

This position is responsible for providing analytical assistance to management and staff involved in personnel-related issues. The position functions as a Disability Leave Analyst and provides expert knowledge and is involved in developing, revising and recommending personnel program policies and procedures. The incumbent independently performs complex technical and analytical work in the department's Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and Catastrophic Leave Program. Serves as the Water Board's expert and liaison with management in matters relating to the above-mentioned programs, provides timely effective services with a high degree of discretion, and takes initiative while taking action to resolve issues as they arise.

Essential Functions (Including percentage of time):

45%	Disability Analyst: Independently serves as the Non-Industrial Insurance (NDI), State Disability Insurance (SDI), NDI – Family Care Leave Program (NDI-FCL), Paid Family Leave (PFL), Disability Retirement, and other emergency paid leave programs and paid/unpaid Leave of Absence staff resource expert responsible for assisting all SWRCB staff with leave issues under the above-mentioned programs. Directly responsible for processing, monitoring, and maintaining routine and complex NDI/SDI cases. Serves as the point of contact with the State Controller's Office (SCO), and Employment Development Department (EDD). Resolves issues, makes decisions, provides advice, interprets and applies State Personnel Board (SPB), SCO, California Department of Human Resources (CalHR), and California Public Employees Retirement System (CalPERS) laws, rules, regulations, Board policies, union contracts and Memorandum of Understanding (MOUs) as they apply to disability issues. Establish Account Receivables and processes the continuation of health benefits for eligible employees and their dependents while on leave. Calculates the leave supplementation amount for disability leave cases. Prepare letters and correspondences to be sent via email and mail. Analyzes and assesses concurrent and consecutive medical and disability provisions. Addresses requests from inception throughout the life of the disability cases for all SWRCB staff. Responsible for completion and updating of logs associated with the above-mentioned programs to Personnel Specialists. Act as the disability liaison and meet with any staff who request assistance with understanding the appropriate disability program.
40%	FMLA/CFRA Analyst: Independently determines eligibility for FMLA/CFRA, completes the necessary paperwork for medical verification, reviews medical verifications for sufficient information for approval of leave, reconciles monthly attendance updates by reviewing timesheets for all active FMLA/CFRA employees, maintains FMLA/CFRA log, reassess annually all FMLA/CFRA employees for continued eligibility, and prepare annual letters. Prepares FMLA/CFRA letters and Options letters for employees on disability. Research and prepares analyses of sensitive personnel issues regarding medical certification, the filing of complaints, and restoration of employment. Monitors disability cases to ensure all provisions are addressed timely. Contacts supervisor to verify employees return-to-work as anticipated. Assists in the development of policies and procedures related to the SWRCB Human Resources program.
10%	Catastrophic Leave (CAT Leave) Analyst: Maintains, reviews, approves and coordinates all SDI and NDI related CAT Leave cases. Assists staff in the completion of all necessary paperwork to facilitate the CAT Leave process.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize the Microsoft Teams application for phone usage, and type on a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday, and we currently work in office 4 days a week (Monday through Thursday) and Telework 1 day a week (Fridays).

Supervisor Statement

I certify this duty statement represents an accurate description of the essential 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 Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date