

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	Health Management Consultant
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-338-5157-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Health Management Group, Health Management Unit	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resource Services	Supervisor I
BRANCH:	REVISION DATE:
Administration	8/21/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Statewide, overnight travel may be required on occasion.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
As a Analyst I, Safety Analyst/ Health Management Consultant (HMC), within the Human Resource Services Division's (HRSD), Health Management Group (HMG), under the supervision of a Supervisor I, provides consultation and training to Employment Development Department (EDD) managers, supervisors, and peers related to various human resource management and health services programs. This position has regular interaction with the EDD's Executive management, Legal Office, Equal Employment Opportunity Office, internal HR personnel, Labor Relations Office, Union Representatives, medical professionals, control agencies, and CalPERS. Provides support for the Department's statewide safety program and serves as a resource to managers, supervisors, and staff regarding workplace safety, injury prevention, and applicable safety requirements. Duties include providing safety guidance, maintaining safety program resources, coordinating required reporting and inspections, and supporting the development and implementation of Department safety programs.	

Civil Service Classification

Analyst I

Position Number

280-338-5157-XXX

The HMC researches, analyzes, interprets, stays abreast of, and ensures compliance with current applicable policies, procedures, guidelines, Memoranda of Understanding, laws and regulations related to their program such as the Americans with Disabilities Act, the Fair Employment and Housing Act, Labor Code, Government Code, California Code of Regulations, Personnel Management Handbook, and the Injury and Illness Prevention Program Handbook.

The HMC must exhibit confidence, professionalism, and strong analytical, written, and verbal communication skills. Additionally, they will be required to successfully handle multiple cases and assignments.

May be required to testify in administrative hearings or court proceedings.

Percentage of Duties	Essential Functions
30%	Safety: With the assistance of their manager, the position supports the Department's statewide safety program by providing safety guidance to staff and managers, maintaining safety resources, coordinating routine reporting and inspections, and assisting with the development and annual review of safety plans and compliance materials. It also coordinates recurring and as-needed activities such as preparing safety training, supporting Safety Committee updates, assisting with Cal/OSHA reporting, participating in statewide inspections, and contributing to Departmentwide safety initiatives. Additionally, the position assists the EDD Safety Officer by providing consultation on injury and illness matters, responding to safety reports and complaints, addressing communicable disease and environmental hazard concerns, supporting injury-related investigations, and helping facilitate safety inspection processes and recommendations to correct hazards.
35%	Reasonable Accommodation: With the assistance of a lead consultant and/or manager reviews the less complex Reasonable Accommodation case files and requests from EDD employees and/or job applicants; evaluates relevant medical documentation and engages in the interactive process to identify appropriate methods of accommodation that meet the employee's medical needs and the Department's business needs; prepares reports for interested groups on program activity. Assists with the maintenance of vendor contracts and equipment purchase orders.
20%	Health Services: With the assistance of a lead consultant and/or manager, provides basic consultation and training to EDD managers and supervisors on the importance of the interactive process and ensuring all employee options are considered for any requests relating to: Medical Leaves of Absence, health-related absences, ergonomics, Fitness for Duty/Medical Actions, Transfer of Leave Credits, and the Family and Medical Leave Act. Coordinates the Ergonomic Single Point-Of-Contact (SPOC) program and advises on the procurement of ergonomic equipment; conducts ergonomic training and performs ergonomic evaluations upon request.
5%	Training: Assists in the development of training materials and makes classroom-style presentations to department managers and supervisors on topics such as RA, FMLA/CFRA, and LOA.
5%	Policies and Procedures: Assists in the development and/or revision of policy and forms; reviews, evaluates, researches, analyzes, recommends, and assists in the implementation of decisions relating to Health Services programs and, performs special projects as assigned by the Unit Manager.

Civil Service Classification
Analyst I

Position Number
280-338-5157-XXX

Percentage of Duties	Marginal Functions	
5%	Performs other duties, as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%	Sitting: Occasionally - activity occurs < 33%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other:		
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None.		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	FNB	9/14/2026

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	<i>Health Management Consultant</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-338-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Health Management Group, Health Management Unit	<i>Click here to enter text.</i>
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Statewide, overnight travel may be required on occasion.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
As an Analyst II, Safety Analyst within the Human Resource Services Division's (HRSD), Health Management Group (HMG), under the direction of a Supervisor I, as a lead provides independent consultation and training to Employment Development Department (EDD) managers, supervisors, and peers related to various human resource management and health services programs. This position has regular interaction with internal and external partners at varying levels including the EDD's Executive management, Legal Office, Equal Employment Opportunity Office, internal HR Personnel, Labor Relations Office, Union Representatives, medical professionals, control agencies, and CalPERS. Provides support for the Department's statewide safety program and serves as a resource to managers, supervisors, and staff regarding workplace safety, injury prevention, and applicable safety requirements. Duties include providing safety guidance, maintaining safety program resources, coordinating required reporting and inspections, and supporting the development and implementation of Department safety programs.	

Civil Service Classification

Analyst II

Position Number

280-338-5393-XXX

The HMC researches, analyzes, interprets, stays abreast of, and ensures compliance with current applicable policies, procedures, guidelines, Memoranda of Understanding, laws and regulations related to their program such as the Americans with Disabilities Act, the Fair Employment and Housing Act, Labor Code, Government Code, California Code of Regulations, Personnel Management Handbook, and the Injury and Illness Prevention Program Handbook.

The HMC must exhibit confidence, maintain professional diplomacy at all times, and demonstrate expert knowledge in the subject matter. Additionally, they must possess strong analytical, written, and verbal communication skills to successfully handle multiple complex assignments.

May be required to testify in administrative hearings or court proceedings.

Percentage of Duties	Essential Functions
30%	Safety: With the direction of their manager, the position supports the Department's statewide safety program by providing daily safety guidance to staff and managers, maintaining safety resources, coordinating routine reporting and inspections, and assisting with the development and annual review of safety plans and compliance materials. It also coordinates recurring and as-needed activities such as preparing safety training, supporting Safety Committee updates, assisting with Cal/OSHA reporting, participating in statewide inspections, and contributing to Departmentwide safety initiatives. Additionally, the position assists the EDD Safety Officer by providing consultation on injury and illness matters, responding to safety reports and complaints, addressing communicable disease and environmental hazard concerns, supporting injury-related investigations, and helping facilitate safety inspection processes and recommendations to correct hazards.
35%	Reasonable Accommodation: Independently reviews the more complex Reasonable Accommodation case files and requests from EDD employees and/or job applicants; evaluates relevant medical documentation and engages in the interactive process to identify appropriate methods of accommodation that meet the employee's medical needs and the Department's business needs; prepares reports for interested groups on program activity. Assists with the maintenance of vendor contracts and equipment purchase orders.
20%	Health Services: Provides independent consultation to EDD managers and supervisors on complex situations regarding the importance of the interactive process and ensuring all employee options are considered for any requests relating to: Medical Leaves of Absence, health-related absences, ergonomics, Fitness for Duty/Medical Actions, Transfer of Leave Credits, and the Family and Medical Leave Act. Coordinates the Ergonomic Single Point-Of-Contact (SPOC) program and advises on the procurement of ergonomic equipment; conducts ergonomic training and performs ergonomic evaluations upon request.
5%	Training: Analyst independently develops and presents training materials for webinars and department wide training on topics such as RA, FMLA/CFRA, and LOA.
5%	Policies and Procedures: Develops and/or revises policy and forms; reviews, evaluates, researches, analyzes, recommends, and implements decisions relating to Health Services programs; and, performs special projects as assigned by the Unit Manager.
Percentage of Duties	Marginal Functions
5%	Performs other duties, as assigned.

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Analyst II

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4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
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5. SUPERVISION EXERCISED: (List total per each classification of staff)		
None; may act as lead.		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
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