JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**0760-5393-004**	**50000666**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DHR/PSB/EHW/Employee Health Services**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Steven Brehm**	**Supervisor I**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**10/8/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general direction of the Supervisor I of Employee Health Services (EHS), acts as a Department Return to Work Coordinator, responsible for coordinating and monitoring the Department's more complex workers' compensation cases and return-to-work cases. The incumbent will review and provide a determination for requests for reasonable accommodation, administrative Health and Safety related topics, the Department's Workplace Violence and Security Program, and the Employee Assistance Program (EAP).**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent work independently; work cooperatively with others, including staff from the State Compensation Insurance Fund (SCIF), the California Department of Human Resources (CalHR), Department managers, supervisors, and Administrative Officers; keep management and other employees informed in writing and orally on status of work; act as a return-to-work coordinator subject matter expert to advise and train management and staff; develop and maintain a good working knowledge of policies, procedures, and regulations pertaining to the assigned work; maintain consistent, regular, and predictable attendance; and exercise good judgment. The specific essential duties are, but are not limited to, the following:**
30%	**Coordinate with SCIF to ensure that their obligations as the adjusting agency and the Department's obligation as the employer are met; manage active workers' compensation case load of average to complex difficulty while utilizing the MicroNiche database; review claim documents, investigative reports, medical/legal reports, and make recommendations to the manager of EHS concerning case management and finalizing claims; analyze settlement authority requests from SCIF, provide recommendations, and prepare internal settlement authority requests for Department management review and approval; review invoices from SCIF and identify discrepancies; attend and make presentations at return-to-work meetings, forums, round table meetings, and training classes; independently advise Department employees of their rights and benefits within the workers' compensation system.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Steven Brehm	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Analyst II	**0760-5393-004**	**50000666**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DHR/PSB/EHW/Employee Health Services**

Percent of Time	*Activity*
30%	**Independently review, analyze, and respond to requests for reasonable accommodation of average to more complex difficulty and provide recommendations to management; accurately analyze, interpret, and apply related Federal and State laws and regulations including the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and Fair Employment and Housing Act (FEHA); advise and provide consultation with all principal parties in an interactive process to determine job accommodation, modification, and/or reclassification, to meet the needs of the applicant or employee.**
15%	**Identify early return-to-work options available to industrially-injured and non industrially-injured employees and make recommendations to DWR management; work with DWR managers and supervisors regarding employees who may have a medical condition affecting work ability; schedule Fitness for Duty examinations; and analyze medical reports for return to work.**
10%	**Perform ergonomic assessments for Departmental employees and make necessary recommendations to and employees and/or management based on these assessments.**
5%	**Workplace Violence Coordinator: Coordinate hazard assessment, incident reporting, and investigation of workplace violence allegations; conduct investigatory intake interviews, note-taking, and collection of evidence to substantiate employees' allegations of workplace violence.**
5%	**Work on special projects as assigned including, but not limited to: writing and revising departmental policies, procedures (Enterprise Process Guides), plans, and programs; ordering safety supplies; and researching incoming questions for applicable response. May be called upon to provide guidance related to investigations of industrial accidents. This may include driving a vehicle to various work locations.**
5%	**Provide advice, assistance and resource information to Department staff, supervisors, and managers regarding the Statewide EAP program; make recommendations and communicate with Statewide EAP Coordinator at CalHR and distribute all materials or resource information to DWR staff.**
	SPECIAL REQUIREMENTS **All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.** **The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

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Analyst II	**0760-5393-004**	**50000666**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DHR/PSB/EHW/Employee Health Services**

Percent of Time	*Activity*
	KNOWLEDGE, SKILLS, AND ABILITIES **- Ability to establish and maintain good interpersonal relationships for effective problem solving** **- Ability to organize multiple tasks and assignments in an efficient and effective manner to ensure work is completed timely** **- Excellent writing and analytical skills** **- Detail oriented** **- Knowledge and experience in using Microsoft Office Suite**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I	**0760-5157-XXX**	**50000666**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DHR/PS/EH&W/Employee Health Services**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Steven Brehm**	**Supervisor I**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**10/08/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the supervision of the Supervisor I of Employee Health Services (EHS), acts as a Department Return to Work Coordinator, responsible for coordinating and monitoring a portion of the Department's workers' compensation cases and return to work cases. The incumbent will review and provide a determination for requests for reasonable accommodation, administrative Health and Safety related topics, and the Employee Assistance Program (EAP).**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent work cooperatively with others, including staff from the State Compensation Insurance Fund (SCIF), the California Department of Human Resources (CalHR), Department managers, supervisors, and Administrative Officers; keep management and other employees informed in writing and orally on status of work; develop and maintain a good working knowledge of policies, procedures, and regulations pertaining to the assigned work; maintain consistent, regular, and predictable attendance; and exercise good judgment. The specific essential duties are, but are not limited to, the following:**
30%	**With guidance and supervision, coordinate with SCIF to ensure that their obligations as the adjusting agency and the Department's obligation as the employer are met; manage an active workers' compensation case load of average difficulty while utilizing the MicroNiche database; review claim documents, investigative reports, medical/legal reports, and work with the manager of Employee Health Services concerning case management and finalizing claims; analyze settlement authority requests from SCIF and prepare internal settlement authority requests for Department management review and approval; attend return-to-work meetings with management; attend forums, round tables, training classes; work with the manager of EHS on advising Department employees of their rights and benefits within the workers' compensation system.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Steven Brehm	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DHR/PS/EH&W/Employee Health Services**

Percent of Time	*Activity*
30%	**With guidance and supervision: review, analyze, and provide recommendations to management for requests for reasonable accommodation of less complex to average difficulty and provide alternatives to management; accurately analyze, interpret, and apply related Federal and State laws and regulations including the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and the Fair Employment and Housing Act (FEHA); interface with all principal parties in an interactive process to determine job accommodation, modification, and/or reclassification to meet the needs of the applicant or employee.**
20%	**Identify early return-to-work options available to industrially-injured and non-industrially injured employees and provide alternatives to EHS supervisor for DWR management; work with managers and supervisors regarding employees who may have a medical condition affecting work ability; schedule Fitness for Duty examinations; work with management in analyzing medical reports for return-to-work.**
10%	**Perform ergonomic assessments for Departmental employees and make necessary recommendations to the EHS supervisor for the employees based on these assessments.**
5%	**Work with the supervisor of EHS on special projects as assigned including, but not limited to: writing and revising departmental policies, procedures (Enterprise Process Guides), plans, and programs; ordering safety supplies; and researching incoming questions for applicable response.**
5%	**Provide assistance and resource information to Departmental staff, supervisors, and managers regarding the Statewide EAP Program; communicate with Statewide EAP Coordinator at CalHR and distribute all materials or resource information to DWR staff.**

KNOWLEDGE, SKILLS AND ABILITIES:

-Ability to establish and maintain good interpersonal relationships for effective problem solving
- Ability to organize multiple tasks and assignments in an efficient and effective manner to ensure work is completed timely
- Excellent writing and analytical skills
- Detail oriented
- Knowledge and experience in using Microsoft Office Suite

SPECIAL REQUIREMENTS

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.