

DUTY STATEMENT

EMPLOYEE		RPA NUMBER 27-020 / JC-535174	
POSITION NUMBER 040-127-5393-825	CLASSIFICATION Analyst II	WORKING TITLE Recovery Analyst	
DIVISION Legal, Appeals and Probate	UNIT Probate & Settlement Recovery	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.

Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

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

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this 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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DUTY STATEMENT

(REV. 10/24)

GENERAL STATEMENT

Under the direction of the Supervisor I, Probate and Settlement Recovery Unit (PSRU), and with a substantial amount of independence and discretion, the Recovery Analyst (Analyst II) assists in the collection of restitution fines and direct orders from probate cases and seeks reimbursement from victims through liens in civil cases, workers' compensation cases, and auto insurance claims.

**% OF TIME
PERFORMING
DUTIES****ESSENTIAL FUNCTIONS**

30%

ESSENTIAL FUNCTIONS:

Works closely with CalVCB, contracted county staff, and outside agencies to gather information on pending civil or workers' compensation suits related to applications that have been filed with CalVCB and for which benefits were paid; identifies claims meeting the criteria of the statute (Gov. Code, § 13963 et seq.); conducts extensive research of whether recovery sources are available (including auto insurance); reviews pertinent application information, complaints filed in court and, by contacting the attorneys or insurance company involved, makes a determination that liens should be filed in the pending litigation; advises management on the potential impact of proposed legislation; and works with legal staff to evaluate whether CalVCB's subrogation and recovery practices are in accordance with the law.

30%

Prepares Notices of Lien for filing with the appropriate court or administrative agency; notifies applicants and their representatives, in writing, of the implications of the lien requirement; monitors liens and conducts periodic follow-up with applicant/plaintiff, defense counsel, and insurance companies on the status of the cases; provides a written response to correspondence from an applicant's attorney, Victim-Witness representatives, contracted county staff, insurance representatives, courts, and other representatives from city, county and state agencies; maintains the database regarding lien status and collection activities; reviews requests received from attorneys for reduction or waiver of liens; assesses each request; and prepares recommendations. Recommendations are based on the background and facts of the case, the future medical expenses of the applicant, the outstanding medical bills, the fees and costs of the attorney, the settlement amount, and any extenuating circumstances that will affect the claimant (recommendations are presented to the manager and Executive Staff). May testify in related proceedings in state or federal court or before administrative agencies and Boards. Represents CalVCB in Workers' Compensation court proceedings.

25%

Independently works with the California Department of Corrections and Rehabilitation and County Restitution Specialists to research beneficiaries who meet the requirements of Probate Code section 216; determines whether CalVCB has provided benefits as a result of an offender's criminal acts; researches complex issues associated with probate and restitution; prepares correspondence and documents to be filed with the appropriate court; communicates with estate attorneys, administrators, and the courts to determine whether Declarations should be filed to protect CalVCB's rights; notifies attorneys and beneficiaries, in writing, of the implications of Probate Code section 216; follows up on cases and payment status; advises management on the potential impact of proposed legislation; works with legal staff to evaluate whether CalVCB's probate practices are in accordance with the law; maintains the database regarding probate collection activities; and prepares recommendations on probate matters that need to be forwarded to the Attorney General's Office for litigation. May testify in related proceedings in state or federal court, administrative agencies, and Boards.

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10%	Acts as a resource to CalVCB staff, attorneys, County Victim/Witness centers, County Liaison Section staff, claimants, and other governmental agencies regarding CalVCB's subrogation and recovery rights, state laws, and regulations. Possesses general knowledge of probate, civil, and workers' compensation statutes and regulations. May act as lead. Conducts training classes for CalVCB staff and others regarding CalVCB's probate and lien processes; conducts outreach activities with court staff and Workers' Compensation Appeals Board Offices on issues regarding the CalVCB's lien rights and procedural requirements as well as to various segments of the Criminal Justice System regarding statutes and case law governing restitution in California. Occasional travel is required.
5%	<u>MARGINAL FUNCTIONS</u> Assists with other matters falling within general analytical duties in the PSRU and Legal Division as required.

DESIRABLE QUALIFICATIONS

- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.
- Knowledge of subrogation and recovery rights, collection practices, restitution, and general legal terms.
- Ability to apply and interpret policies, regulations, and laws.

PERSONAL CHARACTERISTICS and EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.