DUTY STATEMENT

CALCTRA
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1. Institution/Division/Office: CALCTRA/Administration/Human Resources			
2. Enterprise/Unit: Return to Work / Medical Managment			
3. Classification Title: Analyst II			
4. Working Title: Return to Work Analyst			
5. Position Number (Agency-Unit-Class-Serial): 063-043-5393-902	**6. CBID:** R01	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Sacramento
9. Tenure: Limited Term		**10. Time Base:** Full-Time	
11. License Requirement: N/A - Not Applicable		**12. Endorsement Requirement:**	
13. Retirement Category: Industrial		**14. Work Schedule:** Monday - Friday; 8:00am to 5:00pm	
15. Incumbent Name (If known): Vacant (LT)		**15a. Effective Date:**	

16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the direction of the Return-to-Work Supervisor I, the Analyst II, Return-to-Work Analyst independently manages assigned cases for California Correctional Training and Rehabilitation Authority (CALCTRA) Workers' Compensation (WC) through the State Compensation Insurance Fund (SCIF), FMLA/CFRA, Reasonable Accommodation (RA), and Ergonomics Programs for their assigned roster/caseload. Will correspond with internal and external stakeholders and control agencies on behalf of CALCTRA. Provides assistance to supervisors in medical management processes and makes recommendations for medical-related personnel actions. The Return-to-Work Analyst will be responsible for maintaining the utmost confidentiality of all personnel and medical management (MM) information.

17. Percentage (%) of time performing duties:	**18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.**
30%	**ESSENTIAL FUNCTIONS** Responsible for WC claims intake, case management, and appropriate documentation such as Employer's First Report of Injury (SCIF 3067), Workers Compensation Claim Form (SCIF 3301/3580), Acknowledgment of Receipt of SCIF 3301, Accident Investigation Report, medical substantiation, wage statement requests, duty statements, and provides to SCIF for timely claim reporting. Provides complex and technical consultation to managers, supervisors, and employees about rights and benefits under WC laws. Ensures compliance with laws, policies, and regulatory timelines. Prepares cases for settlement; makes recommendations to management and executives; and monitors case closure. Assists attorneys representing CALCTRA in preparing litigated cases for hearings and trials by providing requested information; and attends Workers' Compensation Appeals Board (WCAB) trials and hearings statewide as needed as the CALCTRA representative, which may require travel. *(Essential Functions Continued on Page 2)*

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
(30% Cont.)	Meets with SCIF adjusters regarding case management. Communicate complex cases and findings to supervisor and collaborate with the Employee Relations Officer and managers ensuring required approvals are obtained.
25%	Independently manages FMLA/CFRA case load including providing consultation to managers, supervisors, and employees regarding FMLA/CFRA laws and regulations. Responsible for determining eligibility. Draft and provide timely notice of approvals, denials, and expiring cases. Assess options for alternative entitlements and communicate with local and field personnel offices related to FMLA/CFRA compliance and attendance matters. Complete corresponding Off Work Orders (OWO) or Leave of Absence (LOA) paperwork. Monitor expiration date of approved cases to assist supervisors and managers with questions or concerns related to employees' need for extension, return to work, etc.
15%	Independently coordinates the Reasonable Accommodation (RA) and Ergonomics Programs for CALCTRA by working with the supervisor and affected employees to determine the appropriate worksite or scheduling modification for enabling employees to perform the essential functions of their job. Provides workstation ergonomic evaluations for Central Office employees to prevent workplace injuries. Will assist supervisors and employees with RA options ensuring compliance with Fair Employment and Housing Act (FEHA) and Americans with Disabilities Act (ADA).
10%	Independently maintains MM statistics and prepare reports utilizing information from multiple sources. Will assist in the development and revision of policies, procedures, and forms as needed, based on business needs and/or evolving regulations. May act as lead and provides guidance to the Office Technician (Typing) and Staff Services Analyst (SSA) who assist with creating case profiles in Microsoft Teams and MicroNiche, and the uploading of monthly reports into PowerBI, Saleforce, or other data management systems.
10%	May be assigned as the primary or back-up on one or more MM Unit statewide roles, including but not limited to, Employee Assistance Program (EAP) and/or Wellness Coordinator for the department. Promote Wellness, EAP and Healthier U programs and resources and distribute printed materials within the department and create and distribute monthly wellness newsletters.
	(Marginal Functions on Page 3)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
(10% Essential Func. Cont.)	Provide guidance to supervisors, managers, and employees related to Wellness and EAP services and resources. Serve as the liaison between the department, CalHR and the EAP contractor regarding EAP issues. Participates in related forums and training. May manage applicable contracts for services. Attends annual mandated and job specific training courses.
	Marginal Functions
5%	Assist in review and processing for hiring related requirements assigned to the unit, including Tuberculin Testing (TB) testing results for new hire and medical clearances. May assist in the annual compliance tracking and reporting for TB compliance of CALCTRA employees statewide. May be responsible in assisting in the initial review of fingerprint results received from Department of Justice (DOJ), assessing results and providing recommendations for further review and approval as required.
5%	Keeps abreast of changes in laws and rules related to Medical Management. Off-site reporting may be required for training, meetings, and job-related consultations.

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant (LT)	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Stefanie Netherton	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: TS 10/23/2026		