Classification: Analyst III

Working Title: Senior Health Unit Analyst

Position Number: 358-231-xxxx-xx

Division/Unit: Human Resources/Health (Medical Leave Management) Unit

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No)**: Yes**

Job Description Summary

Under the general direction of the Supervisor I, Health (Medical Leave Management) Unit, the Analyst III serves as the lead analyst and technical expert for the Health (Medical Leave Management) Unit. The incumbent independently performs the most complex analytical assignments related to Workers' Compensation, Reasonable Accommodation (RA), Temporary Light Duty Assignment (TLDA), Return-to-Work coordination, Employee Assistance Program (EAP), Wellness, and related health programs. The Analyst III provides lead direction and guidance to Health Unit analysts, coordinates special projects and program initiatives, develops reports and recommendations for management, and serves as the primary operational lead in the absence of the Supervisor I.

Job Description

35% (Essential Function) Under the Workers' Compensation program, the analyst lll is responsible for answering the initial questionnaire from State Fund. Receives all Qualified Medical Evaluator (QME) requests. This includes receiving and reviewing QME documents, forwarding recommendations to the Health Unit Supervisor, and incorporating updates provided by the supervisor. The analyst lll also communicates updates to Analyst II. The analyst lll processes all Supplemental Authority Requests (SARs) by receiving and reviewing incoming SARs, preparing them for supervisor review, forwarding them to the Health Unit Supervisor for processing, sending signed SARs to SCIF, and updating Analyst II accordingly. Additionally, the analyst manages completion of the OSHA form 300 and 301, including receiving injury notifications, updating the OSHA log, and preparing the annual OSHA report for Supervisor I review. After receiving signed OSHA 301A, Analyst lll would submit to the district office for posting. Along with workers Compensation, analyst lll is responsible for processing all Reasonable Accommodation telework and equipment requests.

30% (Essential Function) Serves as the lead analyst for the Health (Medical Leave Management) Unit by providing technical guidance, consultation, training, and operational support to unit analysts and management regarding Workers' Compensation (WC), Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Reasonable Accommodation (RA), Temporary Light Duty Assignments (TLDA), Return-to-Work coordination, Catastrophic Leave, Reproductive Leave Loss (RLL), and related leave and disability programs. Reviews and analyzes complex or sensitive cases, provides recommendations to management regarding appropriate next steps, assists with workload coordination and prioritization within the unit, and serves as a resource for resolving escalated issues. Acts on behalf of the Supervisor I during absences or urgent operational matters to ensure continuity of Health Unit operations.

15% (Essential Function) The Analyst III is responsible for managing all union-related communications and serving as the primary point of contact for complex, sensitive, or escalated employee issues. The position oversees the Health Unit inbox by reviewing and forwarding incoming messages to Analyst II for action. The Analyst III also supports departmental initiatives by assisting with the wellness page, coordinating lactation room requests, and carrying out special projects as assigned. These duties require a high level of discretion, strong communication skills, and the ability to navigate sensitive matters with professionalism.

10% (Essential Function) Coordinates, develops, and leads special projects, program initiatives, and process improvement efforts for the Health (Medical Leave Management) Unit and Human Resources Service Center (HRSC). Evaluates program effectiveness, identifies operational issues and trends, develops recommendations for improvement, and assists with implementation of new procedures, workflows, tracking mechanisms, and reporting tools. Participates in cross-functional projects and serves as the Health Unit representative on departmental initiatives and ServiceNow development projects. Provides training to new staff and semiyearly supervisor/managers training.

5% (Marginal Function) Supports Employee Assistance Program (EAP), Wellness, and critical incident response activities by assisting with coordination of wellness initiatives, communications, trainings, events, and employee support services. Assists with development and distribution of educational materials and program resources to employees and management.

5% (Marginal Function) Performs various administrative and analytical assignments including drafting memorandums, conducting research, assisting with audits, responding to urgent operational matters, supporting continuity of operations efforts, and performing other job-related duties as assigned consistent with the classification. Acts on behalf of the Supervisor I during absences or urgent operational matters to ensure continuity of Health Unit operations.

Scope and Impact

a. Consequence of Error: Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.
b. Administrative Responsibility: Responsibility for adhering to the laws, rules, policies, and procedures pertaining to good personnel management.
c. Supervision Exercised and Received: This position does not supervise others but may act as a team lead. The Analyst III works under the direction of the Supervisor I, Health (Medical Leave Management) Unit Supervisor.
d. Personal Contacts: The Analyst III will have daily contact with Lottery staff at all levels including other state and regulatory agencies. Contact may also include various private industry providers regarding Health and Disability programs, as well as health care providers and/or the SCIF.

Physical and Environmental Demands

Prolonged periods of working at a computer in a sitting or standing position. Reading from a computer screen and utilizing a keyboard and mouse for long periods of time. Able to work in a multi-floor building in an open space among other workers.

Working Conditions and Requirements

a. Schedule: Monday – Friday, 8am – 5pm Hybrid
b. Travel: None
c. Other: A healthy and safe work environment is provided in an office environment with controlled temperature levels and artificial lighting.

Effective Date: {Insert the effective date of the duty statement (employee appointment date)}

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	Printed Name	Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	Printed Name	Date