DUTY STATEMENT

Employee Name:	Position Number: **580-120-5402-001**
Classification: Analyst III	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Disability Consultant	Work Location: 1615 Capitol Avenue, Sacramento CA 94815
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Disability Management Section/Disability Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as an expert staff resource to employees, supervisors and managers in the appropriate application of all employee leave programs, the Workers' Compensation (WC) Program, Reasonable Accommodating (RA) Program and the Employee Assistance Program (EAP).

The Analyst III independently performs a comprehensive range of complex, sensitive, and high-impact analytical and consultative tasks to support reasonable accommodation processes and approvals, ensuring recommendations and analyses comply with the Americans with Disabilities Act of 1990 (ADA) and Departmental policy. The Analyst III independently interprets and applies laws, regulations,

and MOUs related to employee disability leave programs - including FMLA, CFRA, NDI, SDI, Parental Leave, medical and non-medical leave, and Catastrophic Leave - and oversees COVID-19 - related functions. The incumbent collaborates with staff at all levels and administers FMLA, CFRA, and Pregnancy Disability Leave to ensure accurate processing of leave entitlements.

The incumbent works under the general direction of the Supervisor I, Chief of the Disability Management Unit (DMU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% of travel may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

20% Independently provides highly complex and technical consultative services to employees, supervisors, and managers to resolve Disability Management Section (DMS) disability claims and facilitate the return-to-work of employees with medical limitations and/or restrictions. Engages in the interactive process with employees and management to identify and recommend appropriate reasonable accommodations, including, but not limited to worksite modifications, assistive devices, alternative job placement, etc. Manages RA claim files and the tracking log to ensure accurate documentation and timely case progression. Supports employees requesting an RA option, including those with infectious disease related needs. Advises managers and supervisors in developing and monitoring return-to-work plans to support employee reintegration and operational continuity. Provides recommendations to managers and supervisors regarding employees who may have medical concerns affecting work performance.

Reviews medical information, assesses work restrictions, and recommends reasonable accommodations or job modifications. Prepares memos and correspondence for supervisor review related to return-to-work issues and responds to SCIF information requests. Takes appropriate action by working closely with Prison Industry Authority, state-approved vendors, Business Services, Accounting, and others to purchase equipment and/or secure contract services. Maintains RA equipment inventory, tracks equipment warranties, and logs returned RA equipment.

Works cooperatively, and sometimes in conjunction, with staff at various levels throughout CDPH, including CDPH's Health and Safety Office (H&S), Office of Legal Services (OLS) and the Office of Civil Rights (OCR). Serves as a resource for internal and external customers, including CDPH employees, the State Compensation Insurance Fund (SCIF), the California Department of Human Resources (CalHR), and the Employment Development Department (EDD). Interprets California Government Code, laws, regulations, Memorandum of Understanding (MOU), court and State Personnel Board (SPB) decisions, and departmental

policies and procedures that apply to or impact the development, maintenance and enhancement of CDPH RA, Workers' Compensation (WC) and Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) programs.

20% Independently manages and processes workers' compensation and disability claim files, including infectious disease related cases, to ensure timely claim processing and issuance of benefits. Communicates regularly with injured workers, managers, supervisors, and administrative officers. Maintains an active caseload of both industrial and non-industrial disability claims and coordinates with CDPH staff, H&S, OLS, OCR, SCIF, CalHR, and EDD.

Conducts regular reviews and updates of all related databases, logs, and files. Collaborates with SCIF to ensure timely and accurate claim processing, reviews medical and investigative reports, and provides case management recommendations to management. Reviews SCIF invoices, monitors case progress, and participates in return-to-work meetings. Prepares for and represents CDPH at WC hearings on settlement matters and advises employees on WC rights and benefits.

Reconciles quarterly loss analysis reports and manages claim-related correspondence. Maintains calendars for hearings and conferences and coordinates witness lists with SCIF. Serves as a technical resource on infectious disease related leaves, accommodations, and quarantine/exposure issues. Compiles and analyzes data to complete annual Cal/OSHA logs and summary reports, ensuring each program's summary is submitted and uploaded to the CDPH intranet before January 31 every year.

20% Acts as the Assistant Return-to-Work Coordinator for industrial and non-industrial employees. Independently consults with employees, managers, supervisors, OCR, SCIF, CalHR, DOR, and other resources to identify appropriate employment options. Assists employees and managers with filing injury and illness reports and distinguishing first-aid from non-disability events. Provides guidance on modified and non-modified work agreements.

Reviews RA requests, applies State and Federal rules, and engages in the interactive process to identify appropriate accommodations, including worksite modifications, assistive devices, and alternative placements. Coordinates ergonomic evaluations and claim investigations with CDPH and SCIF. Provides guidance on ADA-related requirements and helps resolve barriers that may prevent employees from returning to work.

Maintains open communication and facilitates the interactive process with all parties involved in the reasonable accommodation process. Discusses proposed accommodations with the DMU Chief and prepares RA notifications and determination letters for review.

20% Independently reviews and implements disability leave policies and procedures, manages an active disability caseload, and ensures timely processing and issuance of benefits. Maintains confidentiality while reviewing sensitive medical information and conducting bi-monthly reviews of new and ongoing claims.

Analyzes complex disability issues, applies applicable labor codes, and determines appropriate actions and solutions. Consults with employees and management regarding FMLA, CFRA, LOA, SDI, NDI, and CL eligibility, and prepares notification letters for management review. Provides updates on claim status and makes recommendations to management on handling disability cases.

Serves as a subject matter expert by providing guidance on disability programs and communicating policy changes, including updates to the Disability webpage. Performs infectious disease related leave functions in accordance with established guidelines. Develops and conducts effective DMU training for all CDPH employees by identifying training objectives, developing the curriculum and delivery methods, and creating presentations and materials. Delivers trainings using effective presentation techniques.

5% Coordinates State's EAP activities. This includes informing staff of training opportunities, distributing monthly EAP information from Magellan, and providing programs with information on special EAP services.

5% Maintains statistical data and prepares monthly reports for management review and uploads finalized reports to the CDPH DMU webpage. Provides the Director and Disability Advisory Committee with quarterly RA updates.

Attends and participates in monthly Personnel/Payroll Review Committee meetings and shares information obtained at meetings with CDPH staff. Travel when necessary. Tracks and logs infectious disease testing for CDPH employees required to test. Consults with employees when applicable and works with Supervisors and Managers on available options, including telework, when needed.

5% Attends and/or testifies as a Subject Matter Expert in matters litigated in State and Federal courts. Performs other duties as required, including, but not limited to, assisting in the development of policies and procedures. Completes Public Record Act requests. Attends and completes mandatory in-service training annually. May represent the Supervisor in meetings and correspondence.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: JC

Date: 05/21/26