DUTY STATEMENT

Employee Name:	Position Number: **580-120-5393-XXX**
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Disability Consultant	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
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 assisting employees, supervisors, and managers in the appropriate application of all employee leave programs, the Workers' Compensation (WC) Program, Reasonable Accommodation (RA) Program, and the Employee Assistance Program (EAP).

The Analyst II independently performs the more responsible, varied, and complex technical analytical assignments involving employee disability leave entitlements including, but not limited to, the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI), Parental Leave (PL), Leave of Absence (LOA),

Catastrophic Leave (CL), and the RA Program (RA). The incumbent provides consultation in case management of workers' compensation activities; return to work processes, vocational rehabilitation, and leave restoration. The Analyst II must accurately assess RA requests; apply departmental policy and State and/or Federal rules and regulations; and researching labor-code provisions, California Occupational Safety and Health Administration (Cal/OSHA) rules, Americans with Disability Act (ADA) requirements, and related regulations to provide accurate guidance to employees, program staff, managers, and supervisors.

The Analyst II serves as a consultant on infectious disease related matters, including return to work, RA considerations, workers' compensation, testing and vaccination tracking, leave and pay options, and other items related to infectious diseases.

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

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, manages complex assigned disability claim files (unrelated to workers' compensation) and coordinates case activities with internal and external partners, including staff from the CDPH's Health and Safety Office and the Office of Civil Rights (OCR). Serves as a resource for both internal and external customers, including CDPH employees, State Compensation Insurance Fund (SCIF), California Department of Human Resources (CalHR), and the Employment Development Department (EDD). Reviews, interprets and applies disability leave policies and procedures to ensure timely claim processing and accurate benefit determination. Maintains confidentiality when handling sensitive and confidential medical reports, progress notes, medical diagnosis, and medical history related to industrial injuries.

Conducts bi-monthly reviews of new and ongoing disability claims and requests. Collects and analyzes confidential medical information related to employees' absence and reviews complex disability related issues to determine appropriate procedures, alternatives, and solutions. Researches and applies labor code provisions governing disability entitlements. Consults with internal and external customers regarding FMLA, CFRA, LOA, SDI, NDI and CL eligibility determinations.

Drafts personalized notification letters regarding entitlement for management review and provides claim status updates to employees, managers, supervisors, and program representatives. Provides recommendations for management on the appropriate handling of

disability claims. Serves as a disability leave subject matter expert (SME) to build staff knowledge and awareness and ensures CDPH managers and supervisors receive guidance on the available disability programs. Informs CDPH staff and management of new policies, procedures and changes that may impact disability programs and updates the Disability Web page accordingly. Evaluates disability leaves related to infectious diseases and provides consultation on applicable pay and leave options.

20% Independently maintains workers' compensation claim files and performs case management activities. Processes workers' compensation claim, including those involving employees who test positive for infectious diseases. Works cooperatively with CDPH program staff, the Health and Safety Office, the Office of Civil Rights (OCR), SCIF, CalHR, and EDD. Interacts with injured employees, managers, supervisors, and administrative officers as needed. Manages an active caseload of industrial and non-industrial disability claims ensuring timely claim processing and issuance of approved benefits, conducts regular reviews, and maintains databases and logs associated with claims.

Collaborates with SCIF staff to help fulfill CDPH's responsibilities as the employer and SCIF's responsibilities as the adjusting agent. Reviews medical, investigative, and vocational rehabilitation reports and makes recommendations to management regarding case management and resolutions. Reviews SCIF invoices, monitors the status of claims, and coordinates with SCIF to ensure timely processing of case progression. Attends SCIF return-to-work meetings and prepares for, as well as represents CDPH at workers' compensation hearings on settlement issues. Advises CDPH employees of their rights and benefits under the Workers' Compensation Program. Reconciles quarterly loss analysis reports for CDPH's workers' compensation claims.

Maintains electronic and hard copy files for workers' compensation claims and return to work cases. Creates and processes claim-related correspondence. Maintains calendar files of Workers' Compensation Appeals Board hearings, mandatory settlement conferences, and trial notices, and arranges witness appearance lists with SCIF. Serves as a technical advisor to management regarding employee infectious diseases related leaves, accommodations, and quarantine concerns due to employee's positive status, close contact and/or exposure.

20% Acts as the Assistant Return to Work Coordinator for both industrial and non-industrial employees. Independently consults with CDPH employees, managers, supervisors, the OCR, SCIF, CalHR, the California Department of Rehabilitation (DOR), and other resource agencies to identify available employment options. Work with employees requesting RA due to infectious disease related reasons and assists managers and supervisors with developing return-to-work plans and monitoring progress.

Under direction, consults with managers and supervisors regarding employees with medical concerns affecting work performance; analyzes medical reports; and recommends reasonable accommodation and job modifications necessary for productive job performance. Provides guidance for supporting employees in compliance with the ADA. Works with physicians to clarify disability-related work restrictions and helps managers and supervisors remove obstacles preventing employees from returning to work. Maintains open communications and engages in the interactive process with all parties involved in the reasonable accommodation process.

15% Independently assists employees, managers, and supervisors by providing guidance on

preparing and filing injury or illness reports and distinguishing these incidents from non-disability events that only require first aid treatment. Provides assistance with modified and non-modified work agreements. Prepares formal memoranda, cover memos, and correspondence for supervisor review to be distributed to managers, supervisors and adjusters addressing return-to-work issues and responds to SCIF requests for information. Coordinates ergonomic evaluations and claim investigations for CDPH and SCIF.

Evaluates RA requests received from employees with disabilities by gathering information and reviewing documentation to determine applicability of State and Federal rules, regulations, and policies. Engages in an interactive process with employees and management to help identify appropriate accommodations, such as worksite modifications, assistive devices, alternative job placement, etc.

Maintains RA case files and tracking log and assist with purchasing accommodation related equipment and/or contract services in coordination with Prison Industry Authority, State approved vendors, Business Services, Accounting, and other partners. Maintains RA equipment inventory, including warranties and returned equipment. Discusses proposed accommodations with the DMU Chief and prepares RA notification and determination letters for review.

5% Compiles and analyzes data to complete the annual Cal/OSHA logs and summary reports and ensures each program submits its summary reports before January 31st every year.

5% Coordinates the activities of the State's EAP by informing staff of training, distributing monthly information from EAP provider Magellan, and providing programs with details on special EAP services.

5% Maintains statistical data and prepares monthly reports for management review, then uploads finalized reports to the CDPH DMU web page. Attends and participates in monthly Personnel/Payroll Review Committee meetings and shares relevant information with CDPH staff. Travels statewide, as required, to various district offices to support operations and ensure compliance with established standards. Tracks and logs infectious diseases testing for CDPH employees required to test and oversees employee screening, including documenting "pass" and "no pass" results. Consults with employees who do not pass daily screening and work with Program Supervisor/Managers to identify work options, including telework or leave/pay options.

Marginal Functions (including percentage of time)

5% Develops and conducts effective DMU training for CDPH employees, Attendance Coordinators (AC), and Personnel Liaisons (PL). Identifies training objectives, develops curriculum and delivery methods, and creates PowerPoint presentations and training materials. Applies clear, effective, and audience appropriate presentation techniques to deliver training content and reinforce key learning objectives.

5% Performs other work-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: 06/04/26