State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Human Resources Office	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5157-xxx
UNIT NAME AND LOCATION Employee Wellness Services, Sacramento	CLASS TITLE Analyst I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the supervisor of the Supervisor I, the Analyst I independently performs technical and analytical work of average difficulty in the administration of the department's Workers' Compensation (WC), Family and Medical Leave, (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Return to Work (RTW), Leave of Absence (LOA), Employee Assistance Program (EAP), and Catastrophic Leave Program (CLP). Duties include, but are not limited to the following essential functions:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	**ESSENTIAL FUNCTIONS**: Assist to educate management and employees alike on Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FWHA) compliance, and supervisors and employees rights and responsibilities. Analyze and assess concurrent and consecutive medical and disability provisions. Address requests from inception through the life of the medical/disability matter (case) involving, FMLA/E-FMLA, CFRA, PDL, CLP, WC, RTW, LOA, and EAP as necessary. Work in coordination with the corresponding unit from the initiation of the leave or disability matter through the employee's return to work, maintaining ongoing communication and follow-up throughout the duration of the case. Coordinate with the appropriate program, supervisor, Disability, as applicable, to ensure continuity of case management, timely processing, appropriate documentation, and support for the employee while out on leave or disability. Timely and confidentially review medical documents and reports, seek clarification as needed. Coordinate RTW solutions with the supervisor, employee, and representative according to substantiated work limitations and/or restrictions, as it relates to the employee's essential and functional job requirements. Always maintain strict medical privacy and confidentiality and when collaborating with supervisors and other HRB disciplines e.g., performance, attendance issues, payroll, benefits, and such.
40%	Monitor medical/disability cases to ensure all provisions are addressed timely and work in coordination with the corresponding unit throughout the life of the case, from initiation through resolution and/or return to work. Maintain ongoing communication and follow-up with the appropriate program, supervisor, employee, and Disability, as applicable, to ensure continuity of case management, timely processing, appropriate documentation, and follow-through on medical/disability matters. Contact supervisor to verify employees RTW as anticipated. Manage the life cycle of workers' compensation claims by reviewing all assigned cases at a minimum of once every 90 days or sooner as necessary, to address the best course of action. Analyze settlement requests, disability payments, apportionments, subrogation, medical rehabilitation, litigation and obtain the Department's settlement authorization from the Supervisor I, Assistant Branch Manager (Supervisor II), Branch Manager (Manager II) or the Assistant Deputy Director (CEA A). Monitor and alert the Supervisor I of

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	any calendared Agreed Medical Evaluator (AME) or Qualified Medical Evaluator (QME), conference hearings, court appearances and changes to provide timely settlement authorization or representation. Collaborate and assist State Compensation Insurance Fund in preparation for hearing/trial by timely providing evidentiary documentation, coordinating witness and supervisory interviews, etc.
15%	Assist in developing recorded training webinars and live presentations to various audiences on the Unit's business functions, policies, processes, and applicable regulations. Assist in developing, coordinate, and promote Wellness Programs tailored to State workers and departmental staff, in collaboration with internal partners and applicable stakeholders. Evaluate program needs and effectiveness and make recommendations for enhancements, as appropriate. Stay current on regulations, mandates, internal policies, and Bargaining Changes and incorporate applicable changes into training materials, program resources, and business practices. Provide ongoing education and communication to management and employees regarding changes that may impact Unit programs, services, and employee rights and responsibilities.
5%	**NON-ESSENTIAL FUNCTIONS:** Maintain and update departmental resources and informational materials related to Employee Wellness Services (EWS), including the EWS Intranet and EAP Intranet webpage. Ensure resources, guidance, forms, links, and program information remain current, accurate, and accessible to employees and management. Develop and update informational materials and online resources to support EWS programs, services, and employee needs as applicable.
	Special Personal Characteristics: Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CDFW management needs. The incumbent routinely works with all levels of management and staff and is expected to maintain confidentiality at all times.
	WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attending meetings and hearings, working with staff statewide to complete work assignments.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.** **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**

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UNIT NAME AND LOCATION Employee Wellness Services, Sacramento	CLASS TITLE Analyst II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

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