CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Employee Health Management (OEHM)	065-545-5402-xxx			0
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst III			
	WORKING TITLE			
Workers' Compensation Settlements	Analyst III			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
9250 Laguna Springs Dr. Suite 205, Elk Grove, CA 95758				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

The Analyst III is highly knowledgeable in workers' compensation and labor laws and conducts specialized, detailed, and analytical reviews; makes difficult and sensitive determinations and formulates policies. The incumbent leads project teams, exercises excellent independent judgment, and in consultation with State Fund adjusters and attorneys and the Office of Employee Health Management, evaluates complex, time critical issues and trends that pose a significant adverse financial risk for the Department.

GENERAL STATEMENT

Under the general direction of the Supervisor II, the Analyst III is highly skilled and independently responsible for managing a workers' compensation claims and settlements caseload. The incumbent resolves sensitive and complex issues by: (1) assisting the State Compensation Insurance Fund (State Fund) adjusters and attorneys with early intervention in the life of a workers' compensation claim to refine settlement outcomes with an effect on the end results and (2) by recommending up to $1,000,000

settlements and complex claim and settlement strategies across multidisciplinary functions to achieve superior financial results for the California Department of Corrections and Rehabilitation (CDCR).

% 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.
35%	Review the more complex workers' compensation claims, medical reports, depositions, and settlement proposals; provide timely and accurate claim rating analyses, strategies, and settlement authorizations; resolve employee and inmate workers' compensation claim settlements at the earliest opportunity with the intent of reducing costs by developing and executing claim and claim settlement strategies, anticipating potential problems, and applying creative and effective problem solving skills in order to drive the claim settlement to the earliest possible resolution; proactively work with Return to Work Coordinators (RTWC), CDCR attorneys and State Fund to manage claim discovery and action plans to ensure timely and appropriate settlement and closure of claims by paying what we owe and defending what we do not owe; maintain constant vigilance to detect and report suspected fraud and abuse; request investigations from State Fund and the Office of Internal Affairs when necessary.
35%	Provide technical and administrative advice and support to various RTWCs, CDCR managers, Office of Internal Affairs, and State Fund adjusters and attorneys with respect to early intervention and discovery matters for claims to affect better settlement outcomes; establish early partnerships with RTWCs, State Fund adjusters and attorneys, and stakeholders through open communication and transparency; respond quickly and accurately to the needs of stakeholders; participate in team activities and meetings. Serve as the lead/mentor for the entry-level analysts. Conduct quarterly claim reviews for our closed facilities to reduce our total, open claims inventory and State Fund service fees.
20%	Develop and assist in the delivery of training to stakeholders on workers' compensation claims and return-to-work issues; provide training and coaching to employees; participate on special projects; act as the Subject Matter Expert in one or more areas.
10%	Travel statewide as necessary to attend meetings, hearings, and training.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.
- This position requires the incumbent to maintain strict confidentiality and adhere to the CDCR Code of Conduct.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources.
- Fines and penalties could be assessed, per the CA Labor Code, if timelines are missed, which could result in varying degrees of negative financial impacts to the department as well as delayed benefits to an injured worker.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

65-545-5402-xxx

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE