STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

031-5393-xxx

Division: Administrative Services Division	**Classification Title**: 5393 Analyst II
Branch: Human Resources Branch	**Working Title**: Leave of Absence Specialist
Unit: Human Resource Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 031-5393-xxx	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 11/13/2026

Direction Statement and General Description of Duties: Under the general direction of the Supervisor I, Disability Management Unit (DMU), the Analyst II works independently to research, create, and streamline policies and procedures, and complete varied complex personnel-related projects. The Analyst II serves as the DMU Special Projects Analyst by handling all backlog disability claims, analyzing current practices and working with Subject Matter Experts (SME) to develop desk manuals for DMU staff, as well as identify and recommend process improvements to streamline and lean out current processes and procedures. The Analyst II evaluates inquiries from employees regarding their disability entitlements including but not limited to: Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Military Family Leave (MFL), Military Leave (ML), Pregnancy Disability Leave (PDL), Non-Industrial Disability Leave (NDI), State Disability Insurance (SDI), Parental Leave Act (PL), medical Leave of Absence (LOA), Workers' Compensation (WC), and Catastrophic Time Bank (CTB). Handles a caseload of disability cases and works with programs on probationary period extensions while out on LOA.	
Percentage and Essential/Marginal Functions:	
35%	**Training and Process Improvement (E)** Serves as the disability leave SME. Ensures managers/supervisors receive necessary guidance and training on available disability leave programs/entitlements on a statewide basis. Acts as a lead and subject matter resources for all Senior Personnel Specialists within the unit. Develops and administers training for staff. Participates in workgroups to identify process improvements. Reviews new legislation to determine impact on the unit and assists with the development of policies and procedures.
30%	**Workers' Compensation Processing (E)** Processes WC pay and leave supplementation. Reviews, processes, and approves all timesheets that include WC. Researches and gathers information, resolves pay issues, establishes accounts receivables, and processes salary advances, separations, and retirements when needed. Completes special pay projects. Ensures state covered benefit continuation is stopped when no longer eligible. Ensure Direct Pay or COBRA is offered when necessary. Composes correspondence outlining benefits and compensation, restoration of leave credits, supplementation of leave credit usage, and salary and leave adjustments to employees.

25%	**Disability Processing (E)** Initiates and completes transactions for NDI, Industrial Disability Leave (IDL), Temporary Disability (TD), and processing CTB. Tracks and review employees attendance records for employees who are on leave to determine if a probationary extension is supported and within the rules and regulations established by control agencies. Handles the most complex disability cases, including backdated approvals and backlogs.
10%	**Other Duties (M)** Attends management or staff meetings and monthly program meetings as needed. Attends and participates in trainings and conferences. Provides assistance to other HR program areas in the development and implementation of policies and procedures.

Supervision Received: The Analyst II reports directly to and receives a majority of direction from the Supervisor I, DMU. May also receive direction from the Supervisor II, Specialized Transactions, and the Personnel Officer.
Supervision Exercised and Staff Numbers: None
Physical Requirements: Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level, bending/stooping, and lifting up to twenty pounds.
Special Requirements: Regular and reliable attendance; reporting to work regularly and timely; maintaining a solution-oriented attitude and strong communication skills. Ability to work independently as well as cooperatively with team members. Treats others with honesty, courtesy, and respect.
Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE