

**DUTY STATEMENT**

ASD 046 (REV. 6/2022)

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**Type of Duty Statement:** Current & Proposed**Revision Date:** 08/02/2022**1. Position Information****A. Employee Name:****B. Position Number:**

817 - 630 - 5142 - 705

**C. CBID:**

R01

**D. WWG:**

2

**E. Effective Date:****F. Classification Title:**

Associate Personnel Analyst

**G. Working Title:**

Disability Analyst

**H. Division:**

Administrative Services

**I. Branch/Section/Unit:**

Human Resources/Employee Relations/Wellness &amp; Safeguards

**2. POSITION REQUIREMENTS****Special Requirement:** Check All that Apply

- ☒ Physical Requirements (Attach HSS 465-A)
- ☐ Bilingual Fluency (Non-English Language) - Specify Below
- ☒ Background Check Requirements
- ☐ Other - Specify Below

**A. Special Requirements Description, as applicable:****B. Conflict of Interest Required (Gov. Code 87300, et seq.)?**☐ Yes☒ 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.

**3. SUPERVISION****A. Supervision Received:**

Incumbent reports directly to the Staff Services Manager I in the Wellness &amp; Safeguards Unit.

#### 4. DUTIES AND RESPONSIBILITIES OF THE POSITION

##### CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

##### GENERAL STATEMENT

Under the direction of the Staff Services Manager I (SSM I), the Associate Personnel Analyst (APA) is a full journey level analyst performing the more independent, varied, and complex consultative, technical, and analytical duties and assignments within the Wellness & Safeguards Unit (WSU), Employee Relations Section, Human Resources Branch (HRB), within the Administrative Services Division.

**A. Percentage of Time Performing Duties**

**B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).**

##### ESSENTIAL FUNCTIONS

**IT Domain:**

*Check All That Apply*

##### FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

☐ Business Technology Mgmt.

☐ Software Engineering

☐ IT Project Mgmt.

☐ System Engineering

☐ Information Security

☐ Client Services

25 %

Provides consultation to Department of Child Support Services (DCSS) employees and management regarding matters related to the Employment Development Department's programs of State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), Non-Industrial Disability Leave (NDI), and Family Care Leave (FCL) disability programs. Research and interpret agency manuals, memorandums, pay letters, and procedures to ensure compliance with SDI, PFL, NDI, FCL, State Personnel Board (SPB) and California Department of Human Resources (CalHR) laws, rules and policies. Acts as liaison between the SDI/NDI providers, the employee, and the department. Follows departmental policies governing employee benefit activities including interpreting and providing consultation to DCSS management on laws and regulations relating to SDI, PFL, PDL, NDI, and FCL.

25 %	<p>Provides consultation to DCSS managers, supervisors, and employees regarding Family Medical Leave Act (FMLA), and the California Family Rights Act (CFRA) eligibility, procedures, and the process for applying leave provisions under the Department of Fair Employment and Housing. Reviews and analyzes medical documentation and corresponds with doctors and employees regarding FMLA and CFRA issues. Determines eligibility approval or denial for the programs after obtaining eligibility information and tracks hours used. Researches personnel issues and inquiries related to disability benefits.</p>
20 %	<p>Administers the Workers' Compensation (WC) program for employees, counsel and interact with injured workers, supervisors, management, control agencies' representatives, attorneys, physicians, vocational rehabilitation counselors, State Compensation Insurance Fund (SCIF) adjusters, and others involved in investigating and resolving claims. Represents the department in meetings with SCIF and the Workers' Compensation Appeals Board (WCAB). Maintains departmental reporting system for occupational injuries and illnesses, develops and implements procedures for providing modified duty, maintains contact with the injured worker, supervisor, treating physician, and adjuster ensuring appropriate time frame limitations. Clears injured workers who are returning to work from industrial injuries. Develop, implement, and direct DCSS efforts to rehabilitate ill or injured employees, including assessing employability skills, validation of job analysis and essential duties. Provides support to management in returning employees to work as soon as it is medically feasible.</p>

15 %	<p>Utilizes State Controller's Office (SCO) database to document and key varied personnel actions (PAR, CLAS, HIST, PIMS, PIP) to generate pay, continue medical benefits, collect accounts receivable, update leave usage, and maintain employment history. Uploads documents to ConnectHR for processing by SCO.</p> <p>Processes WC pay and benefit information with SCO. Acts as the liaison with SCIF for employees who are on Industrial Disability Leave (IDL), Industrial Disability Leave with Supplementation (IDLS), and Temporary Disability (TD).</p> <p>Provides consultation to supervisors, employees, and Senior Personnel Specialists regarding Leave benefits. Serves as a liaison between employees and control agencies, researches and provides necessary personnel and payroll documentation as needed.</p>
10 %	<p>Conduct audits, document findings, process and track corrections. Review and document current business procedures and processes; identify and recommend process improvements to achieve increased productivity, customer satisfaction and improved accuracy; draft procedures for process improvement, develop and implement new procedures and processes required by policy, legislative, and technology changes. Develop and deliver training curriculum. Develop and maintain policies, procedures, files and logs utilizing Microsoft Outlook, Word, Excel, PowerPoint, etc.</p>

### MARGINAL FUNCTIONS

5 %

Serve as back-up analyst for other activities of the unit, such as those performed by the Wellness Coordinator and Safeguards Analyst.

100 %

**TOTAL**

### 5. WORKING ENVIRONMENT AND CONDITIONS

☐ **Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

☒ **Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

### 6. OTHER RESPONSIBILITIES

#### A. Independence of Action and Consequences:

The incumbent routinely exercises professional and knowledgeable judgment regarding assigned responsibilities and reports critical and sensitive issues to management that can impact all DCSS employees. Faulty analysis, poor judgment, ineffective communication and inaccurate information may result in unfavorable consequences to staff and DCSS.

**B. Personal Contacts:**

The incumbent has regular interaction with all levels of DCSS employees, representatives of other state agencies, control agencies, and private entities.

**7. Acknowledgements**

**A. Employee's Acknowledgement:** 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 ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: ☐ **Yes** ☐ **No**

If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee's Name (Print):</b>	
<b>Employee's Signature:</b>	
<b>Date:</b>	

**B. Supervisor's Acknowledgment:** I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

<b>Supervisor's Name (Print):</b>	
<b>Supervisor's Signature:</b>	
<b>Date:</b>	

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