

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 178-261-5157-809		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / Personnel		CLASSIFICATION TITLE Staff Services Analyst			
		WORKING TITLE Field Return-to-Work Coordinator			
		TIME BASE / TENURE P/FT	CBID R01	WWG 1	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 7018 Blair Road, Calipatria, CA 92233 (Imperial County)		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
The Office of Employee Health Management (OEHM) provides functional oversight to the Field Return-To-Work-Coordinators (RTWCs) who assist employees in returning to work by engaging in the interactive process via Reasonable Accommodations (RA), Limited Term Light Duty Assignments (LTLDA), Temporary Modified Work Assignments (TMWA), and Medical Personnel Actions (MPA) relating to industrial and non-industrial injuries or illnesses. CDCR is committed to complying with State and federal laws, including the Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), and Uniformed Services Employment and Re-Employment Rights Act (USERRA) by making a good faith effort to engage in the interactive process with employees when there is knowledge of a physical or mental disability, or medical condition that limits an employee's ability to perform the essential functions of their position. OEHM strives to increase efficiency, ensure consistency, and minimize costs by keeping employees productive in the work environment and by eliminating barriers to employment for qualified individuals with disabilities.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
The Field Return-to-Work Coordinator (RTWC) works collaboratively with statewide stakeholders to assist with non-industrial disability, Workers' Compensation (WC), and the California Family Rights Act (CFRA). The position requires a strong work ethic, excellent interpersonal skills, the ability to communicate effectively and professionally with employees and the public both verbally and in writing, and interpret and apply laws, regulations, and departmental policy. The RTWC is required to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, completes assignments in a timely and efficient manner, and adheres to all departmental policies and procedures unique to the correctional setting.					
% 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%	Under the direct supervision of the assigned supervisor or guidance of an AGPA the RTWC shall engage in and document the timely interactive process (IP) with employees, managers, supervisors, and hiring authorities (HA) to assess the feasibility of returning an employee with medical restrictions safely back to work in a Reasonable Accommodation (RA), Limited Term Light Duty Assignment (LTLDA), Temporary Modified Work Assignment (TMWA), or other effective alternative accommodation opportunity. Compose, send, maintain files and logs of Options Letters, RA, LTLDA, and TMWA requests, approvals, and denials per CDCR Departmental Operations Manual (DOM) policy. Analyze medical information, conduct research to identify alternative methods of accommodation, analyze findings and make recommendations for appropriate accommodations that meet the				

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	employee’s medical needs, as well as the business needs of the Department. Consult with their supervisor or AGPA to develop strategies to return injured employees to work as soon as medically possible to meaningful work.	
30%	Under the direct supervision of the assigned supervisor or guidance of an AGPA the Field RTWC shall manage and maintain the institution’s WC claims for both employees and working inmates. File WC claims timely, conduct initial discovery, and coordinate with State Compensation Insurance Fund (SCIF) adjusters and CDCR Personnel to ensure timely payment of Industrial Disability Leave (IDL)/Temporary Disability (TD) benefits. Provide new and existing staff with rudimentary On-The-Job training as required, and as it relates to the WC Program. Act as the WC Liaison between SCIF, physicians, attorneys, supervisors, managers, HAs, employees, and other stakeholders. Review and analyze medical reports, medical-legal reports, Reports of Hearing, and other WC legal documentation for proper WC claims administration. Advise their supervisor of high value or sensitive WC claims recommended for referral to Headquarters and/or Office of Legal Affairs (OLA), when necessary. Receive training on the CalHR Master Agreement, Labor Codes, specific government regulations, The California Code of Regulations: Title 15, and other relevant government codes and WC case law. Assist SCIF with defense of allegations of violations of LC sections 132a and Serious & Willful (S&W) violations (LC 4553). Work with the Office of Labor Relations to compile information for submission of EIDL and extended EIDL requests. Report suspected WC fraud to Office of Internal Affairs (OIA) and State Fund, and the HA, as directed. Direct questions on complex and high value cases to their supervisor or AGPA to determine strategies on how to assist with high value and complex claims.	
20%	The Field RTWC shall send all non-industrial cases to OEHM Return to Work Services Section (RTWSS) or the CCHCS Disability Management Unit (DMU) for processing. Provide all documentation and off-work notes to the RTWC for RTWSS or DMU for non-industrial (NI) injuries. Refer WC cases to the RTWC for RTWSS or DMU when an employee has been declared permanent and stationary (P&S)/Maximum Medical Improvement (MMI) with permanent work restrictions which prevent them from performing the essential functions of their job. Consult OEHM or CCHCS DMU when processing employee Medical Personnel Actions (MPA) determinations such as modification of worksite, work schedules, provision of assistive devices, or arrange for medical transfers or demotions, as recommended by the OEHM RTWSS or CCHCS DMU.	
10%	Develop, utilize, and demonstrate basic proficiency in the Systems Applications and Products (SAP), Business Information Systems (BIS), Return-to-Work (RTW) & WC modules, SharePoint, and the State Fund Online (SFO) system. Complete required tracking logs for both WC claims and NI cases. Observe, protect, and maintain the confidentiality of medical information, including the medical diagnosis, as well as personally identifiable information, only sharing such information needed to complete assigned work on a need-to-know basis. Verify the accuracy of Cal/OSHA 300 Log and post the Cal/OSHA 300A annually, as required.	
5%	Attend and complete a minimum of 40 hours of in-service training annually. Attend monthly local risk management meetings, all monthly statewide RTW conference calls, Employee Relations Officer (ERO) grievance meetings and hearings, as needed, and Safety Committee meetings. Attend the annual Return-To-Work Conference and other training as available. Assist in creating and/or reviewing essential functions for classifications in the institution and/or field office.	
SPECIAL REQUIREMENTS		
<ul style="list-style-type: none">CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.This position does not have custodial duties.NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: Serves as the Employees Assistance Program (EAP) Coordinator, including providing information and training to employees and management and serving as the liaison with the Department of Personnel Administration's statewide EAP Coordinator.QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.EDUCATION and/or EXPERIENCE: Equivalent to graduation from college with any major, but preferably with specialization in public or business administration, accounting, economics, political or social science, or law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience in California state service may be substituted for the required education on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law or a closely related area.) Or II Six months of experience performing the duties of a Personnel Technician I, Range B. Or III Six months of experience performing the duties of a Budget Technician I, Range B. Or IV Six months of experience performing the duties of a Management Services Technician, Range B, or Occupational Technician		

(General), Range B, or Business Services Assistant (Specialist) Range B. **Or V Experience:** One year of experience in California state service performing the duties of a class at a level of responsibility equivalent to Program Technician II, Office Services Supervisor I or Office Technician, **and Education:** Twelve semester or eighteen quarter units of college courses in Public or Business Administration, Accounting, Economics, Political or Social Science, English, Speech, Statistics, Law or a closely related area.

- **LANGUAGE SKILLS:** Present ideas and information effectively both orally and in writing to employees, management, and other agencies. Ability to read, analyze, and interpret medical and legal reports as well as administrative procedures.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, percent, and to draw and interpret graphs.
- **REASONING ABILITY:** Reason logically and creatively using a variety of analytical techniques to resolve complex problems. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **OTHER SKILLS AND ABILITIES:** Ability to work on several priority issues simultaneously. Act independently. Be open-minded, flexible, and exhibit tact. Ability to gain and maintain the confidence of those contacted during the course of work; to work under time constraints; to negotiate with and instruct others; and to maintain regular attendance and to be punctual.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The SSA constantly works in a thermostatically controlled environment with linoleum-covered floors. On rare occasions, the SSA travels to meetings, confers with employees or supervisors in other areas of the institution, thus encountering varied weather conditions.
- **MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Personal computer, printer, telephone, copy machine, shredder, Fax, and calculator.
- **COMMENTS:** Work hours vary, but usually are from 8:00 a.m. to 4:30 p.m., Monday through Friday. This job description was prepared by the incumbent's review of the State Personnel Board Specification, the Department of Correction's Operations Manual, the Department of Personnel Administration requirements for Return-to-Work Coordinators, and various memoranda delineating Return to-Work Coordinator duties.
- **Sexual Harassment Policy:** Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
- **Code of Conduct:** As an employee of the Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
- **Incompatible Activities:** Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

CONSEQUENCE OF ERROR

- The American with Disabilities Act (ADA) requires the Department to timely engage in the interactive process and provide all WC and Non-industrial benefits due under the law. Failure to provide timely benefits to eligible employees may subject the department to significant financial risk.
- 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 resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

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:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION

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		WORKING TITLE Field Return-to-Work Coordinator		
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30%	The Field RTWC shall independently manage and maintain the institution's WC claims for both employees and working incarcerated people. File WC claims timely, conduct initial discovery, and coordinate with State Compensation Insurance Fund (SCIF) adjusters and CDCR Personnel to ensure timely payment of Industrial Disability Leave (IDL)/Temporary Disability (TD) benefits. Provide new and existing staff with On-The-Job training as required, and as it relates to the WC Program. Act as the WC Liaison between SCIF, physicians, attorneys, supervisors, managers, HAs, employees, and other stakeholders. Review and analyze medical reports, medical-legal reports, Reports of Hearing, and other WC legal documentation for proper WC claims administration. Advise management of high value or sensitive WC claims and refer to Headquarters and/or Office of Legal Affairs (OLA), when necessary. Remain knowledgeable, and up to date on the CalHR Master Agreement, Labor Codes, specific government regulations, The California Code of Regulations: Title 15, and other relevant government codes and WC case law. Assist SCIF with defense of allegations of violations of LC sections 132a and Serious & Willful (S&W) violations (LC 4553). Work with the Office of Labor Relations to compile information for submission of EIDL and extended EIDL requests. Report suspected WC fraud to Office of Internal Affairs (OIA) and State Fund, and the HA.
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10%	Utilize and demonstrate proficiency in the Systems Applications and Products (SAP), Business Information Systems (BIS), Return-to-Work (RTW) & WC modules, SharePoint, and the State Fund Online (SFO) system. Complete required tracking logs for both WC claims and NI cases. Observe, protect, and maintain the confidentiality of medical information, including the medical diagnosis, as well as personally identifiable information, only sharing such information needed to complete assigned work on a need-to-know basis. Verify the accuracy of Cal/OSHA 300 Log and post the Cal/OSHA 300A annually, as required.
5%	Attend and complete a minimum of 40 hours of in-service training annually. Attend monthly local risk management meetings, all monthly statewide RTW conference calls, Employee Relations Officer (ERO) grievance meetings and hearings, as needed, and Safety Committee meetings. Attend the annual Return-To-Work Conference and other training as available. Assist in creating and/or reviewing essential functions for classifications in the institution and/or field office.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated people, visitors, nonemployees and employees shall be made aware of this.
- This position does not have custodial duties.
- **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **EDUCATION and/or EXPERIENCE:** State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and** Either: One year of experience performing the duties of a Staff Services Analyst, Range C. **or II:** Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment. (One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required non-supervisory experience.)
- **LANGUAGE SKILLS:** Present ideas and information effectively both orally and in writing to employees, management, and other agencies. Ability to read, analyze, and interpret medical and legal reports as well as administrative procedures.

- **MATHEMATICAL SKILLS:** Must be able to calculate mathematical formulas using a 10-key. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **REASONING ABILITY:** Reason logically and creatively using a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing.
- **OTHER SKILLS AND ABILITIES:** Ability to work on several priority issues simultaneously. Ability to gain and maintain the confidence of those contacted during the course of work. Ability to maintain regular attendance and be punctual.
- **SPECIAL PERSONAL CHARACTERISTICS:** willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The AGPA works indoors in a thermostatically controlled office with linoleum covered floors; however, he/she is exposed to outdoor weather conditions when attending meetings in other areas of the institution and when going to or leaving the work site.
- **MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** telephone, personal computer, printer, 10-key, typewriter, fax machine, paper shredder, and photocopier.
- **COMMENTS:** The AGPA works Monday through Friday, 8:00 a.m. to 4:30 p.m. Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and by observation of duties as they are currently performed.
- **Sexual Harassment Policy:** Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
- **Code of Conduct:** As an employee of the Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
- **Incompatible Activities:** Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

CONSEQUENCE OF ERROR

- The American with Disabilities Act (ADA) requires the Department to timely engage in the interactive process and provide all WC and Non-industrial benefits due under the law. Failure to provide timely benefits to eligible employees may subject the department to significant financial risk.
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- *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:

- *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