

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Associate Personnel Analyst		WORKING TITLE Claims Analyst	
UNIT/DIST/LOCATION Workers' Compensation Unit/HRD/Sacramento		POSITION NUMBER 290-331-5142-714	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED May act as lead	

Job Requirements

Knowledge of:

- Departmental administrative policies and procedures.
- Federal Labor Code regarding workers' compensation laws/rules.
- Americans with Disabilities Act (ADA).
- Personal Computer Software: Microsoft Office, Outlook, Word, and Access.

Ability to:

- Maintain confidentiality of information and records.
- Manage multiple and/or changing priorities in a heavy workload situation, follow through, and ensure deadlines are met.
- Use good judgment, communicate effectively (both orally and in writing) and interact professionally with all levels of management, staff, and the public.
- Follow oral and written instructions.
- Evaluate situations accurately and take effective action.
- Provide stand-up training on Workers' Compensation.
- Provide instruction/direction to client program management.
- Develop recommendations to typed final for memorandums and issue papers.
- Work on the 3rd floor in a high-rise building and meet with clients on various floors.
- Independently use reference materials to analyze and interpret and apply laws, rules, standards, and procedures and draw logical conclusions.
- Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
- Exercise a high degree of initiative, independence and originality.
- May require travel to district offices.

DESIRABLE QUALIFICATIONS

- A demonstrated interest in assuming increasing responsibility.
- Flexibility and willingness to adjust to changing assignments and priorities.

Position Number: 290-331-5142-714

STATEMENT OF POSITION

Under the direction of the Health & Safety Section Manager, the incumbent independently performs the full range of complex staff and analytical work in the administration of board wide health management programs, including, but not limited to, analysis and application of the laws, rules and regulations for Workers' Compensation (WC) claims, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave requests. Travel may be required up to 5% of the time.

Candidate must be able to perform the essential job functions (*) with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
90%	<p><u>*Case Management</u> - From assigned payroll rosters, compiles and analyzes information or data from the workers' compensation cases. Documents information for decision-making in workers' compensation case settlements and return-to-work situations. This includes consulting with State Compensation Insurance Fund (SCIF) representatives (e.g., claims adjusters, doctors, private investigators, and attorneys), Board of Equalization (BOE) legal staff, and high-level BOE management. Attend caseload management meetings to consult on cases with other Human Resources Division units, SCIF, or BOE management. Write narrative description of information and apply information to established criteria to develop recommendations for disposition of settlements. Monitor progress and results of WC cases.</p> <p>Provide WC classroom training to managers and supervisors as needed. Develop bill analysis.</p> <p>Analyzes and interprets various civil service laws, rules, procedures and regulations including the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and Pregnancy Disability Leave Law (PDLL); provides guidance and consultation to program managers and supervisors regarding such rules and regulations; and prepares letters to employees regarding applicable rules and regulations, and eligibility.</p> <p>Provide back up to other claims analysts as needed.</p>
5%	<p><u>*Policies and Procedures</u> - Assist in development of policies and procedures by analyzing issues for problem definition, developing project plans, identifying alternative solutions, implementing desired course of action, and monitoring results.</p> <p>Provide back up to other Claims Coordinators.</p>
5%	<p>May act in a lead capacity in the absence of the Staff Services Manager I.</p> <p><u>Miscellaneous</u> - Other related duties as assigned.</p>

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE	DATE
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I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE
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