



Classification: Senior Personnel Specialist - 12 Month Limited-Term		Position Number: 172-1317-002
Division/Office/Section: Administration, Finance, and Information Technology/Human Resources Office/Disability Benefits		
Location: Sacramento	Effective Date: 01-02-2015	
Employee's Name:		
Supervisor's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general direction of the Personnel Supervisor I, the incumbent will perform the more responsible, varied and complex technical work administering the CalRecycle Worker's Compensation program, the California Family Rights Act (CFRA)/Federal Family and Medical Leave Act (FMLA) regulations, Pregnancy Disability Leave (PDL) laws and managing all Non-Industrial Disability Insurance (NDI) cases. Administer the CalRecycle's State Disability Insurance (SDI) program. Specific duties include:

ESSENTIAL FUNCTIONS

- 45%** Serves as the primary liaison with State Compensation Insurance Fund (SCIF), SCIF claimants, California Department of Human Resources (CalHR), physicians and vocational rehabilitation consultants, CalRecycle Health and Safety Officer, Employee Assistance Program (EAP), Americans With Disabilities Act (ADA), and Reasonable Accommodation Coordinator on all worker's compensation issues. Incumbent independently manages, reviews, and processes claims of industrial injury; interprets, administers, and analyzes laws, rules, and regulations, and develops policies and procedures relating to worker's compensation; consults with Personnel Transactions staff, Personnel Analysts, and the Labor Relations Analyst for possible overlapping issues such as corrective or adverse action; maintains contact with injured employees, monitors medical progress and ability to return to work; keeps supervisors informed of status i.e., options for return to work and job modification; obtains and clarifies employee medical information relevant to the employee's ability to continue usual and customary duties; verifies injuries and physician notification; advises supervisors of the employee's rights and privileges; maintains and updates worker's compensation files; consults with SCIF claims adjusters and attorneys on status and settlement issues of open claims; coordinates investigations; requests, verifies, and releases payments to employees; researches and prepares personnel transactions documents involving Industrial Disability Leave (IDL) and Temporary Disability (TD); and reviews, approves, and reconciles program expenditures (maintenance fees and biweekly SCIF bills, coordinating with the Accounting Section).
- 25%** Coordinates the implementation and administration of the CFRA/FMLA regulations and the PDL law provisions; provides training and consultation to management, supervisors, and employees; analyzes and interprets laws, rules, and regulations pertaining to medical leave laws; consults with CalHR regarding any CFRA/FMLA/PDL issues; provides appropriate formal notices to employees; complies with all mandated recordkeeping requirements and maintains confidential employee medical files.
- 20%** Administers the CalRecycle SDI program for applicable bargaining units; administers the NDI wage continuation program; serves as liaison to the Employment Development Department (EDD), State Controller's Office, DPA, and ill/injured/disabled employees; interprets, and analyzes NDI laws, rules, and regulations; manages, reviews, and processes claims of non-industrial injury, providing technical guidance to employees in filing of appropriate applications, obtaining necessary physician verifications, advising on

appropriate benefits including the coordination of other benefits to which the employee may be entitled; maintains contact with ill/injured employees and in certain situations with employee family members; advises managers and supervisors on return to work options and requirements, coordinating efforts with the Reasonable Accommodation (RA) coordinator; determines work restrictions; clarifies employee medical information relevant to the employee's ability to continue usual and customary duties; researches and prepares personnel transactions documents involving NDI; enters information into the SCO system; requests, verifies, and releases payments to employees; independently manages all disability master payroll; and maintains and updates employees' files, documents file activity, and ensures security and confidentiality of records.

MARGINAL FUNCTIONS

- 5% Research issues to ensure that the CalRecycle worker's compensation and disability leave program is effectively and uniformly administered; maintains statistical information concerning numbers and types of injuries/illnesses, preparing and posting annually the U.S. Department of Labor's Log and Summary of Occupational Injuries and Illnesses report; provides training to management, supervisors, and employees relating to worker's compensation; and reviews, approves.

- 5% Attend FMLA Roundtable and SCIF meetings. CalOSHA reports.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)

IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- VISION** – You must have sufficient vision to perform the following duties: read and write.

- HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor’s instructions, interact with internal and external parties, and actively participate in meetings.
- SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoops, and kneels to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- LIFTING** – You must be able to lift up to __ pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date