

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11167-OHR

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-274-5393-005
UNIT NAME AND CITY LOCATED Return to Work – West Sacramento	CLASS TITLE Associate Governmental Program Analyst (AGPA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Staff Services Manager I, the AGPA independently performs varied analytical activities affecting Reasonable Accommodations, non-industrially injured and industrially injured Department of General Services (DGS) employees including gathering pertinent data and making recommendations to minimize injuries. The incumbent acts as a liaison with State Fund and each DGS office in returning injured employees to work.

% 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. <i>(Use additional sheet if necessary)</i>
------------------------------------	---

40%	<p>ESSENTIAL FUNCTIONS</p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>California law mandates that many health and safety programs be developed, implemented and monitored to provide a safe and healthful environment for state employees. The Department of General Services, Office of Human Resources, has been designated by Executive Order to "...provide staff support to insure compliance with..."these health and safety issues. In compliance with this Executive Order, various Government Code sections, and all other applicable laws, rules and regulations, the incumbent performs the following duties:</p> <p>In order to insure the Department of General Services (DGS) has a proactive Reasonable Accommodations program committed to American Disability Act (ADA) compliance, working with program managers, State Compensation Insurance Fund (SCIF) and personnel analysts, the incumbent:</p> <ul style="list-style-type: none"> • Receives requests for Reasonable Accommodations (RA 1), duty statement and the Release of Medical Information (RA 3). • Logs the request for RA in spreadsheet for tracking and status purposes on cases. • Reviews employee history for other RA requests and/or Workers Compensation (WC) claims for already existing efforts or parallel injuries/needs. • Ensures receipt of Health Care Provider note that provides the medical nature of the request along with the limitations. • Determines adjustments that may be needed to the employee's work environment and the appropriateness of the request. • Consults with the program to begin the interactive process of determining if the request can be reasonably accommodated and what alternatives are available to assist the employee in performing the essential function of the job.
-----	---

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
----------------------------------	-------------------------------	-------------

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
--------------------------------	-----------------------------	-------------

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA-11167

% 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. <i>(Use additional sheet if necessary)</i>
35%	<p>ESSENTIAL FUNCTIONS (Continued)</p> <ul style="list-style-type: none"> • Contacts the employee immediately to being the interactive process to determine the employees' perspective on what alternative may assist him/her in performing the essential functions of the job. • Contacts with employee and/or the Health Care Provider and to seek clarification if necessary. • Responds to RA requests within twenty (20) days of receipt, or as quickly as possible if extenuating circumstances exist or clarification is needed (RTW should keep program and employee updated on status of activities). • Considers all remedies possible before making a final determination, such as transfers, special hours, demotion, changes of methods, changes of classification or appropriate equipment. • Locates/orders the equipment and/or advises employees' office of what equipment to order or may have to reach out to consultant for equipment. • Analyzes all options when an employee cannot be reasonably accommodated: <ul style="list-style-type: none"> ○ Prepares and meets with Legal, EEO and CIU on all issues regarding the case. ○ Develops the options letter and meets with employee to go over options. ○ Finalizes and/or follows-up with employee regarding decision/next steps. <p>Determines if lateral transfers and medical demotions for those employees who are unable to perform essential functions of their work because of work-related and non-work-related disabilities</p> <p>To insure the Department of General Services (DGS) has a proactive Return-To-Work program, working with program managers, State Compensation Insurance Fund (SCIF) and personnel analysts, the incumbent:</p> <ul style="list-style-type: none"> • Identifies and recommends alternative temporary limited duty assignments through thorough evaluation of pertinent facts and information, and conducting the necessary research using various references. • Reads hearing and settlement documents, analyzes findings and/or advises program on status, next steps or potential issues and/or settlement amounts. • Asks pertinent questions that will clarify DGS understanding of current relevant issues. • Follows up with SCIF monthly on open caseload and provides status to program. • Meets with assigned offices on a quarterly basis to discuss return to work issues relating to the specific office to obtain feedback and resolution. • Reviews and evaluates all open return to work files to ensure completeness, accuracy, timeliness, and compliance. • Disseminates information relevant for case received from SCIF through verbal and written correspondence, as needed. • Identifies when a Reasonable Accommodation may be required through a thorough analysis and coordinates with the Reasonable Accommodation Analyst then follows case through to the conclusion. • Ensures all cases are properly documented for reference and information. • Obtains and evaluates all settlement paperwork from State Compensation Insurance Fund to determine proper resolution to the claims. • Meets with assigned office management and make recommendations regarding settlement. • Provides State Compensation Insurance Fund settlement authority. • Documents settlement authority in claim file. • Represents the Department in meetings and administrative hearings at the Workers' Compensation Appeals Board and State Compensation Insurance Fund, the incumbent will manage caseload with the utmost care and knowledge that ensures appropriate responses to inquiries in such proceedings. • Attends meetings presented by CalHR and the Return to Work Roundtable. • Shares information with RTW Manager and coworkers.
15%	<p>In order to keep all Department of General Services (DGS) staff trained and in compliance with workers' compensation and reasonable accommodation rules and regulations:</p> <ul style="list-style-type: none"> • Develops and updates the training curriculum by performing thorough research using various reference materials, such as the internet, worker's compensation experts and organization, e.g. State Compensation Insurance Fund, Department of Personnel Administration, etc. • Performs regular/routine outreach to Department Deputies, Managers and Supervisors on their understanding of the RTW/WC laws, rules and processes; then identifies training needs and coordinates with program.

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA-11167

% 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. <i>(Use additional sheet if necessary)</i>
10%	<p>ESSENTIAL FUNCTIONS (Continued)</p> <ul style="list-style-type: none"> • Educates various DGS offices on the rules and regulations' relating to Worker's Compensation by conducting training seminars, create information materials (letters , flyers, reports), consult with DGS employees to propagate codes, regulations, policies (new and procedures – new and existing. <p>In order to ensure the Catastrophic Leave Request receive fair and equitable due process in determining whether circumstances/hardship meet the criteria, the incumbent:</p> <ul style="list-style-type: none"> • Ensures all documentation required is submitted. • Analyzes the request and the Catastrophic Leave criteria established to ensure the employee faces financial hardship due to injury or prolonged illness of the employee, eligible family member, or natural disaster and has exhausted all leave credits to determine whether to approve or deny request. • Responds in writing and verbally regarding the decision with an explanation when the decision in denied. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>INTERPERSONAL SKILLS 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; and willingness and ability to accept increasing responsibility.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Experience working with both departmental and office teams resolving issues. • Demonstrated ability to be open-minded and flexible to other ideas and solutions. • Express ideas and information in written form clearly. • Express ideas and facts orally in a clear and understandable manner. • Demonstrated knowledge of Principles of risk management specifically managing workers' compensation losses. • Demonstrated knowledge of how the workers' compensation system impacts the Department's workers' compensation losses. • Demonstrated experience in analyzing data and present ideas and information effectively in writing and orally. • Work cooperatively with SCIF adjusters and Executive staff. • Demonstrated knowledge of a variety analytical and risk management techniques to resolve program issues. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Dress in business attire in accordance to office environment. • Handle stress effectively and meets deadlines. • Use a computer in performing work. • Work in a confidential and sensitive environment. • Work environment requires sitting a significant amount of time. • Work environment requires significant multi-tasking with changing priorities.