

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Personnel Analyst	DISTRICT/DIVISION/OFFICE Administration/ Human Resources/ Workers' Compensation/Return-to-Work Program	
WORKING TITLE Return-to-Work Coordinator	POSITION NUMBER 702-008-5142-XXX	EFFECTIVE DATE February 28, 2015

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

Under the general direction of a Staff Services Manager I, the Return to Work Coordinator demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations. The Associate Personnel Analyst assigned to Workers' Compensation/ Return-to-Work Branch and will perform the following duties:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
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|-----------|---|
| 65% (E) | <p>Consults with managers and supervisors regarding workers' compensation, return to work, and other medical issues, determining the most appropriate course of action. Manages workers' compensation claims, consulting with State Compensation Insurance Fund (SCIF) and Departmental Legal staff to develop strategies on resolution of claims as well as resolving outstanding personnel issues. Reviews and interprets medical reports to determine the department's best course of action. Confers with employee's personal physician, independent medical evaluators and the State Medical Officer. Implements the return to work program for permanent alternate placement of all employees with injuries/illnesses. Coordinates modified work/temporary assignments with injured workers' supervisors. Initiates and directs investigations relating to sensitive issues involving workers' compensation claims. Works with managers and supervisors, Labor Relations, Adverse Actions, Legal, Human Resources Analysts and Transactions staff to facilitate the resolution of medical issues.</p> |
| 15% (E) | <p>Defines the parameters and authorizes all settlements on departmental claims. Independently authorizes settlement on claims up to \$75K. Claims in excess of \$75K must be presented to management with settlement recommendations for management approval. In evaluating demands for settlement, staff must consider budgetary as well as staffing impacts to the Department.</p> |

- 10% (E) Provides training to managers and supervisors on workers' compensation, return to work and medical issues to ensure compliance with applicable laws. Provides training at Supervisory Training Program (STP) a mandated program that provides newly appointed supervisors with the skills and tools to perform vital functions of the their job.

- 5% (E) Interprets and applies labor codes, government codes and appropriate laws, rules, policies and procedures to ensure legal compliance when taking appropriate action. Prepares statements of fact, law and argument about the Department's action for the SCIF attorney to present before the Workers' Compensation Appeals Board (WCAB) Judge. Prepares witnesses to testify in workers' comp proceedings. Provides direction to SCIF attorney to introduce clear and convincing evidence into the record. Prepares written responses to discovery requests. Assists the Departmental legal staff in representing the Department on highly sensitive actions that involve personnel issues.

- 5% (M) Prepares, maintains and reconciles statistical data and reports related to assigned claims.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of workers' compensation and personnel management; Caltrans policies and procedures; ability to reason logically and creatively and utilize a variety of analytical techniques to resolve issues and problems. Ability to research, understands, interpret and articulate applicable employment and workers' compensation laws, rules, and regulations. Analyze and apply legal principles and precedents to particular sets of facts; provide clear, concise, and effective written actions and documentation; and to deal tactfully, professionally, and confidentially with all internal and external customers and contacts. Must demonstrate positive attitude and a commitment to conduct business in a professional manner. Must be able to provide quality customer service to all customers

Ability to reason logically; use various analytical techniques; develop alternatives and solutions; and develop and present recommendations in oral and written form to management on matters relating to workers' compensation and other medical issues.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Inaccurate analysis, logic, and inappropriate recommendations could result in increased workers' compensation costs, and an inability to effectively pursue a course of action with labor unions, the Workers' Compensation Appeals Board, civil courts and other agencies.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social

SUPERVISOR

DATE