

MILITARY DEPARTMENT
Job Opportunity



ANNOUNCEMENT #2012-53

Date of Announcement: October 18, 2012

THE MILITARY DEPARTMENT IS THE STATE FUNCTION OF THE CALIFORNIA ARMY AND AIR NATIONAL GUARDS. **Successful Candidate must be able to pass Live Scan and a National Agency Background Check.**

POSITION: Associate Governmental Program Analyst **SALARY:** \$4,400 - \$5,348

LOCATION: California Military Dept (CMD), State Personnel, 9800 Goethe Rd, Sacramento, CA at Highway 50 and Bradshaw – *Free Parking.*

CONTACT: Ms Salli Curchin (916) 854-3026 **FILE BY:** November 7, 2012
Please complete an online State Application (Form 678) available from www.jobs.ca.gov and submit to this department by mail or deliver in person by the file by date:

**Military Department
State Personnel Programs
9800 Goethe Rd, Box 27
Sacramento, CA 95827**

Duty Statement:

40%	Associate Analyst regarding Military Department State Civil Service and State Active Duty Service Members Workers' Compensation/ Industrial/ Non-Industrial Disability cases, Return-to-Work Coordinator, Fitness for Duty, Injured Worker Program, Reasonable Accommodation Coordinator. Responsible for all phases of such transactions coordinating and facilitating the management of the case from point of injury/illness to employee's return to work or other methods of closure or settlement. Provides employee and service member information and training on benefit options, disability retirement, medical separations, FMLA, SDI, and NDI. Subject Matter Expert to directorates, supervisors, and managers regarding modified, limited and temporary light duty assignments, appropriate alternate work, vocational rehabilitation, and reasonable accommodation; expert resource regarding GC12490 and the Americans with Disabilities Act. Applies appropriate State and Federal laws, rules, regulations, policies, Bargaining Unit Contracts, control Agency (CalHR/SCO) directives concerning workers' compensation and other ill or injured employer and services member issues. Interacts with State Fund representatives, lawyers, doctors, and investigators regarding the status of claims, providing and receiving required information. Provides case data billings, reports, etc.) to SCIF for processing. Ensures Military Department compliance with CALOSHA polices and regulations. Assists the Director of State Personnel regarding case settlement and reasonable accommodation considerations; assists the Personnel Specialists regarding personnel and payroll documentation. Responsible for submission of workers' compensation claims and maintenance of case log. Prepares end of month State Fund report in coordination with Military Department's Comptroller Office.
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25%	Acts as the Health and Safety Officer in the development, administration of the Injury Prevention Program. Works with administrative, supervisory and other personnel to identify and correct unsafe practices or conditions; recommends modifications in conditions or practices; advises management concerning standards set forth in laws and regulations relating to health and safety; reviews and evaluates reports on accidents which may involve workers' compensations benefits; provides liaison between the Military Department and other agencies regarding health and safety issues. Implements, conducts, and evaluates health and safety related training programs. Performs inspections of all sites that employ State Civil Service and State Active Duty personnel. Conducts safety training at locations throughout the state as needed or required by State policies.
20%	State Personnel Training Coordinator reviews training requests, tracks training requirements for all departmental employees. Coordinates State Personnel Supervisor and Rank & File training.
10%	Maintains the Federal Commercial Drivers License Substance Abuse Testing Program; notifying field contacts when DPA requires one of our Military Heavy Equipment Operators to be tested. Follows up on all documentation.
5%	Prepares surveys, such as Biennial Statewide Language Survey as required by the Dymally-Alatorre Bilingual Services Act.

Please state the source of your eligibility (i.e., List eligibility-if list eligible please include your exam results if you have them or tell us who you tested with, SROA or surplus employee, reinstatement, lateral transfer, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. When applying list the announcement number by the classification on your application/resume, i.e. Associate Governmental Program Analyst 2012-53.

RELOCATION EXPENSES WILL NOT BE PAID

WHO SHOULD APPLY: Applicants must be a current state employee, a former state employee, or be on an employment list for this classification in order to apply for this position. If applying under list eligibility, this means you took a state exam for this job classification. Please include your exam results if you have them or list who you tested with. Applications will be screened and only the most qualified will be contacted for interview. **All appointments are subject to State Restriction of Appointment (SROA) provisions.**

DESIRABLE QUALIFICATIONS: Willingness to work in a military environment.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.