



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Workers Compensation Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Risk Management Department</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 53</b>

**BASIC FUNCTION:**

Under the direction of an assigned Manager, perform a variety of specialized and analytical duties involved in Workers Compensation claims and processing; monitor, coordinate and process Workers Compensation claims; maintain case history documentation; contact and interview injured workers; serve as a technical resource to employees concerning Workers Compensation.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of specialized and analytical duties involved in Workers Compensation claims and processing; assure compliance with applicable laws, codes, rules and regulations; maintain current knowledge of current legislation regarding Workers Compensation issues
- Monitor, coordinate and process Workers Compensation claims; receive and review claim forms; maintain adequate supply of forms; provide forms to employees, supervisors and others as requested
- Serve as a technical resource to employees concerning Workers Compensation; respond to inquiries and provide technical information concerning related laws, codes, rules, regulations, policies and procedures; respond to calls from employees, third party administrator, physicians, medical facilities and others
- Monitor and record appropriate leave usage relative to Workers Compensation benefits; notify payroll and other appropriate personnel regarding adjustments
- Provide technical guidance and advice to supervisors, managers and site representatives regarding Workers Compensation issues; provide assistance to the District's return to work third party administrator; serve as liaison between return to work program, injured employees and administrators in relation to returning injured employees back to work
- Analyze circumstances of claims, injury records and medical evaluations; document injuries; assure prompt delivery of medical and financial services and the return of injured workers to safe and productive employment in a timely manner

- Assist Risk Manager with facilitating and coordinating program-related training as appropriate; assist in providing training to departmental administrative personnel regarding roles in recording/reporting job-related injuries or tracking employee leave usage; file, organize and maintain manual and automated records of completed training courses
- Prepare and maintain a variety of records, logs, correspondence and files related to assigned activities; maintain OSHA records; update District policies as needed
- Receive, file and organize student accident reports; determine reportable student accidents; initiate and process claims; maintain files and correspondence regarding student accident reports; maintain communication with third party administrators; notify administrators regarding student accident reports, trends or preventative measures
- Coordinate and maintain schedules for ergonomic evaluations for District employees with the ergonomic evaluator; assist the evaluator as requested; maintain related spreadsheets; submit and track work orders placed to the appropriate department for the installation of employee's ergonomic supplies
- Receive and process information on property and liability claims; provide requesting parties appropriate documentation and forms regarding property and liability claims
- Receive billings; obtain appropriate signatures and submit to accounts payable for payment
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to sites to conduct work as necessary
- Attend a variety of meetings, workshops and conferences

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Workers Compensation benefit systems

Applicable laws, codes, rules, regulations, policies and procedures

Organizational policies and procedures relating to processing Workers Compensation claims

Legal and medical terminology related to Workers Compensation and federal regulations

Record-keeping and report preparation techniques

Modern office practices, procedures and equipment

Operation of a computer and assigned software

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation and vocabulary

Health and safety regulations

Public speaking techniques

Telephone techniques and etiquette

**ABILITY TO:**

Interpret, apply and explain Workers Compensation coverage and benefits to employees

Establish and maintain comprehensive records and prepare reports

Interpret, apply and explain applicable laws, codes, rules and regulations

Analyze facts, information and data

Compose written correspondence independently

Learn other processes of the Department including ergonomic evaluations, billing, student incident reporting and other areas as assigned

Answer telephones and greet the public courteously

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Plan and organize work

Type or input data at an acceptable rate of speed

Determine appropriate action within clearly defined guidelines

Operate a variety of office equipment including a computer and assigned software

Work independently with little direction

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources or related field and three years of experience processing workers compensation claims or related experience

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information and make presentations

Sitting for extended periods of time

Bending at the waist, kneeling or crouching to file materials

Seeing to read a variety of materials