



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Senior Workers Compensation Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Risk Management Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 55

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 the expert resource to employees concerning Workers Compensation.

REPRESENTATIVE DUTIES - Distinguishing Characteristics:

The Senior Workers Compensation Specialist classification provides technical expertise and guidance to management, staff and employees. They are the technical expert on all Workers Compensation matters.

The Workers Compensation Specialist is the journeyman level classification providing a variety of Workers Compensation information and services to employees.

ESSENTIAL DUTIES:

- Administers the Employee Bridge Program (Light Duty assignments and Return 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
- Attend a variety of meetings, workshops and conferences; keeping up-to-date on Workers Compensation legislation and legal matters.
- 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
- Coordinates information between the District and third party worker compensation entities.
- Develops and recommends plans, policies, procedures and programs related to Workers Compensation
- Drive a motor vehicle in the performance of essential duties
- Ensures proper procedures and forms are used in all workers compensation matters.
- Handles complaints, concerns and questions by telephone or in person and serves as the contact person for employees, management, medical personnel and state agencies; obtains and provides information on all matters related to workers compensation.
- Interprets workers compensation laws, regulations and programs
- Liaisons with claims adjusters, insurance carriers, courts of law, attorneys involved in claims and litigation
- Monitor and record appropriate leave usage relative to Workers Compensation benefits; notify payroll and other appropriate personnel regarding adjustments
- 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
- Monitors, maintains and reconciles workers compensation financial reports and monthly loss reports
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to sites to conduct work as necessary
- 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

ESSENTIAL DUTIES (continued)

- Prepare and maintain a variety of records, logs, correspondence and files related to assigned activities; maintain OSHA records; update district policies as needed
- 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
- 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
- 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
- Researches, analyses, assembles and summarizes data in order to prepare a variety of reports related to work injuries
- Reviews accident and injury/illness reports to determine proper actions under workers compensation laws and regulations
- Reviews accident reports; advises departments on injury trends and proper safety procedures.
- 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
- Perform related duties as assigned