

MODESTO CITY SCHOOLS

Job Description

REVISED

JC # 0116

WORKERS' COMPENSATION SPECIALIST

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assist with the administration of the District's self funded workers' compensation program.

SPECIFIC RESPONSIBILITIES

1. Perform administrative, analytical and investigative duties for the District's self-funded workers' compensation program.
2. Authorize settlement of workers' compensation claims.
3. Designate and work with defense counsel on a variety of workers' compensation problems.
4. Contact employees, administrative and school staff, medical facilities, adjusters and others regarding the medical and work status of claimants.
5. Advise administrative staff of workers' compensation procedures and status regarding claims.
6. Maintain record of current workers' compensation laws and trends.
7. Make determination on First Aide cases and, audit and process for payment.
8. Create individual claim files. Receive, audit and process temporary disability payments.
9. Communicate confidential information to third party administrator.
10. Maintain Occupational Safety and Health Act (OSHA) logs and record of current OSHA regulations.
11. Audit and provide necessary worker's compensation reports.
12. Respond to inquiries from injured workers, physicians, attorneys, investigators and claims representatives in an efficient and timely manner.
13. Investigate safety issues pertaining to workers' compensation injuries.
14. Audit monthly budget reports and anticipate large claim expenditures for the District's self-funded workers' compensation program.
15. Perform specialized projects at the direction of the Risk Manager.
16. Assist in the selection, orientation, supervision and evaluation of subordinate personnel.
17. Effectively communicate and maintain cooperative relationship with those contacted in the course of work.
18. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

WORKERS' COMPENSATION SPECIALIST (continued)

SALARY

Management Salary Schedule.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of California Workers' Compensation laws.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of letter and report writing, workers' compensation specifically.
- Knowledge of principles and procedures of record keeping.
- Knowledge of generally accepted PC-based computer applications: e.g. Windows, WordPerfect and Excel.
- Ability to evaluate and analyze case data and make sound recommendations based on considered judgment.
- Ability to work effectively and efficiently without supervision.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to learn advanced computer applications in the field of Risk Management such as CompWatch, Safety Plans, Chemical programs.
- Ability to type/keyboard at a net rate of 50 words per minute.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Apply laws, codes and regulations related to workers' compensation claims.
- Apply management, budgeting and contract administration principles and practices.

Experience

Minimum Requirement:

- Five (5) years of experience in the handling of workers' compensation claims for a public entity.
- Work experience in insurance field.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.
- ~~Certification in Workers' Compensation Program~~

License

- Valid California Driver's License.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print, road maps, labels, route schedules and to drive a vehicle.
- Sufficient depth perception to file documents and drive a vehicle.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

WORKERS' COMPENSATION SPECIALIST (continued)

Physical Characteristics (continued))

With or without the use of aids:

Sufficient physical ability to sit and stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient lower body strength, stamina and mobility to kneel, walk, stoop, bend and extend legs for prolonged periods of time.

REPORTS TO:

Risk Manager

~~Cabinet Approved: 5/15/01~~

Board Approved: 6/18/01

Cabinet Approved: 9/13/21

Board Approved: Pending Approval