

MT. DIABLO UNIFIED SCHOOL DISTRICT

WORKERS' COMPENSATION SPECIALIST

Definition:

Under general supervision of the legal counsel, plans, coordinates and administers the district's workers' compensation program. As necessary, works directly with district administration and union or association leaders. Works collaboratively with other district departments and outside agencies regarding workers' compensation and provides leadership and oversight as appropriate.

Directly Responsible To

Legal Counsel

Major Responsibilities

- Establish and coordinate Employee Injury and Illness and Workers' Compensation claim procedures under general supervision of district administrator.
- Conduct in-service training for site administrators, department managers/supervisors, and district administrators regarding workers' compensation guidelines and the reporting procedures for work-related injuries.
- Provide ongoing instruction and technical assistance to all district staff on workers' compensation reporting procedures, forms and requirements. Includes development and distribution of an annual Workers' Compensation instruction folder to district managers and assistants. Orient new staff to procedures and policies as needed.
- Provide consultation and act as a general resource to district employees, including injured workers, supervisors and administrators concerning workers' compensation. Assist with workers' compensation problems, researching, providing information, and making referrals as appropriate.
- Serve as liaison and coordinate confidential workers' compensation-related communication between district, third-party administrators, health care providers, legal counsel, union and association leaders, and other parties.
- Work with third-party administrators, insurance vendors, and agents to optimize efficiency and success of processes and claim management.
- Create and keep current all district workers' compensation reporting forms, brochures and other documents as needed including those on the district website. Maintain supplies of forms and provide to site staff and employees as needed.
- Update postings mandated by the State of California and work with site staff to keep postings current and accessible to all district staff.
- Intake coordination of all district workers' compensation claim information and forms. Claim processing in tandem with third-party administrator(s) including use of vendor's web-based programs. CalOSHA reporting as mandated.
- Assist with confidential claim discovery and investigative process as needed. Consult legal counsel as needed. Provide recommendations to third-party administrator(s) concerning settlement and litigation.
- Establish and maintain all confidential workers' compensation records and reports including electronic files. Daily review of work status reports and claim status for injured workers and coordination with site staff and third-party administrator(s) regarding employee time off.
- Provide employee workers' compensation work status and other claim information to payroll department

on daily basis. Partner with payroll and personnel departments for workers' compensation claim benefit administration and facilitate accuracy of workers' compensation time off and pay.

- Assist the personnel department with the interactive process for injured workers and attend meetings as needed.
- Compose and disseminate related workers' compensation correspondence and other documents as needed. Includes preparation of Offers of Modified Work and Offers of Regular Work.
- Analyze workers' compensation data and trends. Develop, research, and prepare complex reports and confidential reports. Make recommendations to reduce district insurance losses under workers' compensation.
- Research, prepare and submit annual Workers' Compensation Reports to the U.S. Bureau of Labor Statistics.
- Review and reconcile monthly reports from third-party administrator(s) and resolve discrepancies as needed.
- Conduct quarterly claim review(s) with third-party administrator(s) as well as litigation and other file reviews as needed. Make recommendations for claim management.
- Assist Benefits Specialist to coordinate industrial safety aspects in to District Health Fair events (Health and Safety Fair).
- Coordinate efforts with other departments that provide training in industrial safety to employees. Analyze workers' compensation trends to identify training areas needed to minimize the impact of work-related injuries to employees and the district and assist in utilizing vendor resources.
- Participate as a member of any district safety committee.
- Coordinate with departmental administrators, managers, support staff, and third-party vendors on a district early return to work program, if any.
- Work with other departments to institute publication of a Health and Safety newsletter for district employees.
- Acts as a resource to the District's bargaining team on issues pertinent to Workers' Compensation issues.
- Acts as a resource to legal counsel and negotiating team to gather confidential data in preparation for collective bargaining.
- Perform other duties as assigned.

Qualifications

Knowledge and Skills:

- Ability to handle confidential material with discretion is essential to this position.
- Knowledge of district organization and operations.
- Ability to establish and maintain cooperative and effective working relationships.
- Ability to work independently with minimal supervision or direction, and ability to analyze complex problems for resolution are essential.
- Ability to plan and direct the work of others.
- Ability to communicate and work professionally with attorneys, employees and their representatives, medical personnel, union leaders, and others contacted in the course of work.
- Ability to make effective oral and written presentations.
- Skill in training others.
- Skill in operating a personal computer for word processing, database maintenance and other software programs.
- Able to write and speak clearly and effectively.
- Ability to assemble and analyze data, and make appropriate recommendations for action.
- Ability to design and implement processes and procedures.
- Basic knowledge of the law, policies, procedures and timelines governing workers' compensation.

Education, Training, and Experience

Bachelor's degree from an accredited college or university in a closely related field. Experience in directing and supervising the work of others. Two years on-the-job experience or Workers' Compensation certification preferred.

Must possess a valid California Driver's License; willing to work additional hours as needed; willing to travel locally.

Working Conditions

Office environment, driving a vehicle to conduct work. With or without accommodations, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing and operating computer keyboard.

MT. DIABLO UNIFIED SCHOOL DISTRICT

DMA Confidential Range 560

260 Days

Board Approved: