

Workers' Compensation, Leaves, and Work Safety Specialist

SUMMARY

Under general supervision of General Counsel, this position plans, coordinates and administers the district's workers' compensation program, has a strong understanding of leaves and workers compensation/leaves coordination, and assists in maintaining a safe and secure environment for employees and visitors throughout the District. As necessary, works directly with district administration and union/association leaders. Works collaboratively with other district departments and outside agencies regarding workers' compensation and provides leadership and oversight as appropriate. Helps promote a safe and orderly environment by assisting in implementing safety procedures, initiatives and training, including workers compensation, liability and property self-insured risk management and loss control programs.

DUTIES AND RESPONSIBILITIES¹

- Contacts all employees who have submitted a First Report of Injury for work related injuries. Is main contact for injured employees, answering questions regarding pay, lost time and Workers' Compensation procedures. - E
- Establish and maintain all confidential workers' comp records and reports including electronic files. Daily review of work status reports and claim status for injured employees and coordination with site staff and third-party administrator(s) regarding employees' time off. - E
- Acts as liaison between injured employees and Occupational Health and Third-Party Administrator. - E
- Completes and submits initial reports of injury within timeframe required by Workers' Compensation law. - E
- Refers injured employees to Occupational Health for work related injuries.
- Receives and keeps records of updates from Occupational Health or other providers.
- Coordinates lost time pay with the Third-Party Administrator
- Coordinates lost time/leaves with District Substitute System and HR/Payroll.
- Coordinates Modified Duty Assignments between department manager/director and injured employees.
- Coordinates returning employees back to work after an injury.
- Ensures appropriate payment of wages for lost time or modified duty with Third Party Administrator and District Payroll system.
- Ensures all OSHA record keeping is kept current and on file.
- Submits requests for information relating to the Workers' Compensation program.
- Assists with answering all incoming telephone calls. Provides information, transfers calls to appropriate person(s), and/or takes clear, detailed messages.
- Maintains workers compensation records and creates reports as needed.
- Assists in distribution of training and information throughout the District on Workers Compensation related issues.
- Maintains Workers' Compensation forms, making copies and packets as needed.
- Provides ongoing instructions and technical assistance to all district staff on workers' comp reporting procedures, forms and requirements, includes instruction folder to site admins

¹ E denotes essential functions.

and office managers.

- Assist with the interactive process for injured workers, for both workers' comp and medical leave accommodations, attend meetings and take notes. - E
- Coordinates both industrial and non-industrial return to work programs
- Assist with confidential claim discovery and investigative process as needed. Consult Legal Counsel as needed.
- Maintain accident/injury reports for both staff and students.
- Works with Office Managers to promote appropriate safety and risk management drills across school sites, including but not limited to fire and earthquake drills.
- Reports COVID cases to the county for all district employees and students as well as maintains district DASHBOARD.
- Conducts quarterly claims reviews with third party administrators as well as litigation and other file review as needed. Make recommendations for claim management.
- Signs off on all Settlement Authority Requests (SARs) in conjunction with Legal Counsel.
- Updates workers' comp absences in Frontline.
- Coordinates with Leaves Analysts when employees transition from workers' comp to medical leaves.
- Knowledge of applicable laws, codes and regulations governing the administration of risk management and benefits programs for workers' compensation.
- Point of contact for Ergo requests, i.e. assessments and equipment.
- Assists in planning, organizing, implementing and administering comprehensive risk management and safety programs for the District.
- Coordinates inspections of district facilities and district property to ensure compliance with federal, state and local laws and regulations.
- Maintains required illness, accident and safety records.
- Acts as a liaison with insurance companies, brokers, risk and insurance management associations and other entities concerning risk management and general liability matters.
- Maintains complete confidentiality regarding all employee matters.

DESIREABLE QUALIFICATIONS

Education or Formal Training & Experience

High School Diploma required. Bachelor's degree preferred.

Three years of experience in a professional office environment or the equivalent.

Knowledge of:

Knowledge of Workers' Compensation, Leaves, and Risk Management desired.

Skill in:

- Must have organizational skills and the ability to prioritize and handle a diverse workload.
- Must possess a high level of integrity and accountability
- Persistent and dedicated to a high functioning, fast moving organization
- Must be self-motivated, adaptable, comfortable with ambiguity and flexible
- Demonstrated proficiency with personal computers, apps, and software
- Internet savvy to assist targeted searches and research

- Energetic, dynamic and driven

Ability to:

- Excellent verbal and written communication skills with an innate ability to communicate respectfully and compassionately
- Must have the ability to interpret and explain Workers' Compensation, Employee Health and Human Resources policies to employees
- Ability to respond calmly and effectively in emergency situations
- Ability to work with a diverse, fast paced team
- Ability to handle multiple projects and deadlines
- Able to maintain a professional demeanor in varied and difficult situations.
- Must be able to work independently, with minimal instructions.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

- Requires full range of body motion including manual and finger dexterity and eye-hand coordination.
- Able to squat and stoop for long periods of time to access files and cabinets from chest height to floor level.
- Able to move between offices and multiple campus sites.
- Able to grasp and lift items weighing up to 10lbs.
- Able to sit for long periods of time, answer phones, and greet the public.
- Able to do data entry for prolonged periods of time.
- Able to hear conversations and to recall and record information.