

## **BERKELEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WORKERS COMPENSATION SPECIALIST**

#### **BASIC FUNCTION:**

Perform a variety of specialized and analytical duties involved in Workers Compensation claims and processing; monitor, coordinate and process Workers Compensation claims; create accurate 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.

Facilitate and coordinate 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; participate in new employee orientation and substitute orientation program; 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.

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Receive, file and organize student accident reports; determine reportable student accidents; initiate and process claims; respond to correspondence or calls 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; determine whether to file claim with third party administrator or settle claim internally through District procedures; 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.

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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, use of personal vehicle, and proof of insurance.

**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.