



Job Description
Prepared/Revised: September 2019

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|--------------------|----------------------------------------------------|--------------|-------------------|
| Job Title: | Workers' Compensation Insurance Coordinator | Job Code: | 1220 |
| Job Family: | Finance/Payroll/Purchasing | FLSA Status: | Non-Exempt |
| Pay Program: | Classified | Pay Range: | G 27 |
| Typical Work Year: | 12 months | | |

SUMMARY: Responsible for managing the day-to-day activities of the District's workers' compensation program; filing workers' compensation claims; performing clerical work for the department; managing various requirements for new and/or current employees; arranging for modified duty, functional capacity evaluations (FCEs) and one-time evaluations for claimants; assisting with financial/budgetary duties for the department; coordinating insurance coverage for all schools; coordinating quarterly staffings; attending court hearings; responding to emergency circumstances; and assisting in writing contracts and requests for proposal (RFP).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|
| 1. Manage the administration of the Workers' Compensation Program; day-to-day activities for Workers' Compensation injuries from date of injury to Maximum Medical Improvement (MMI), including responding to emergencies, scheduling appointments, work with medical providers, specialists, claim adjusters and attorneys; and manage the Return to Work Modified Duty Program. Coordinate and attend quarterly meetings with district staff, claim adjusters, medical providers and insurance brokers. | D | 50% |
| 2. Assist the Designated Employer Representative (DER) in managing the Commercial Driver's License (CDL), Department of Transportation (DOT) program, drug testing, reasonable suspicion, post-accident random drug testing, and prescription clearance through CDL/DOT doctors, notification to supervisor when license has been revoked or suspended. Maintain database and file all CDL/DOT drug result and assist in DOT audits for the district. | W | 15% |
| 3. Schedule and manage database for Post Offer/Preplacement physical examinations for various requirements; including job description required physicals, utilization and maintenance of our RFP Medical facility, retrieve Motor Vehicle Records (MVR) through the Samba Safety Database, schedule drug screenings and assist with the on-the-job training. Schedule one-time evaluations for claimants, Fit for Duty Physicals (FFD), Functional Capacity Evaluation (FCE), schedule specialist and referral appointments. | D | 16% |
| 4. Verified employment, salaries and personal employee information for filing workers' compensation claims. Maintain database to track and report status on all workers' compensation claims including lost wages, Temporary Total Disability (TTD), Permanent Partial Disability (PPD) and Supplemental Report of Return to Work (RTW/WC12) and notifications to each school of restrictions, lost time and sub coverage as needed. Follow up on safety issues. Assist legal by providing related workers' compensation information including personnel records, wage history, investigation information, medical records and safety issues. Attend court hearings as required. | D | 5% |
| 5. Perform clerical duties for the Risk Management Department, including but not limited to tracking and inputting payroll data for worker's compensation, monitoring budgets, sorting mail, ordering supplies, answering phones, processing invoices and purchasing card expenditures, and ADA accommodations and equipment as required. | D | 8% |
| 6. Assist with annual insurance policy renewals. Maintain forms provided on the Risk Management Portal. Provide Certificates of Insurance (COI) and insurance coverage for all schools for commercial, liability, property and workers' compensation. Assist with RFP process, provide annual Student Insurance Coverage and assist with contracts for self-insurance. | W | 5% |
| 7. Perform other job-related duties as assigned. | Ongoing | 1% |
| | TOTAL = | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Specialized courses in workers’ compensation and insurance.
- Minimum of three years of experience in workers’ compensation, insurance and the medical field.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking, problem solving and troubleshooting skills.
- Accounting skills.
- Organization skills.
- Knowledge of workers’ compensation by-laws.
- Knowledge of DOT regulations related to Drug and Alcohol and driver qualifications.
- Ability to manage multiple priorities.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of the district financial and personnel systems module within 2 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|--------------------------|-----------------|
| Reports to: | Risk Management Director | 4096 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|-----------------------------------------------|-----------------------|-----------------|
| Direct reports: | This job has no supervisory responsibilities. | | |

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for tracking purchasing cards, preparing department invoices, paying bills and assisting with tracking and balancing budgets and expenditures.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | | X | |
| Sit | | | | X |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | | | X | |
| Talk | | | | X |
| Hear | | | | X |

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-----------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | X | | | |
| Up to 25 pounds | | | | X |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | | | X |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | | X |
| Negotiate | | | X | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|-----------------------------------------------------------|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |