

**Job Description**

Job Title: **Workers' Compensation Insurance Coordinator** Job Code: **1220**  
 Job Family: **Human Resources/Payroll** FLSA Status: **Non-Exempt**  
 Pay Program: **Classified** Pay Range: **G 27**  
 Prepared/Revised Date: **February 20, 2006** 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 (RFPs).

**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.*

| <b>Job Tasks Descriptions</b>  | <b>Frequency</b> | <b>% of Time</b> |
|--|------------------|------------------|
| 1. Manage the day-to-day activities of the District's workers' compensation program, including responding to emergencies; scheduling appointments; and working with claims adjusters, physicians, emergency room personnel and doctor's office personnel.  | D                | 50%              |
| 2. Utilize the PeopleSoft system to verify employment, salaries and personal employee information for filing workers' compensation claims.   | D                | 5%               |
| 3. Perform clerical work for the Risk Management Department, including tracking and inputting payroll data, monitoring budgets, paying bills, sorting mail, ordering supplies, answering phones, providing coverage for the communication center, etc.   | D                | 2%               |
| 4. Schedule and manage various requirements for new and/or current employees, including scheduling and tracking post-offer pre-placement physicals; retrieving motor vehicle records for District drivers; scheduling drug screenings; and coordinating on-the-job training classes with BOCES for Food Service, Custodial, Maintenance and Paraeducator fields. | W                | 5%               |
| 5. Arrange for and schedule modified duty, functional capacity evaluations (FCEs) and one-time evaluations for claimants. Schedule specialist and referral appointments.   | M                | 10%              |
| 6. Maintain petty cash, checking accounts and purchasing cards for Risk Management Department and Workers' Compensation Program. Assist with balancing budgets and paying bills utilizing the Summit Financial System (SFS). Track and enter payroll in the PeopleSoft system.   | M                | 10%              |
| 7. Provide Certificate of Insurance (COI) and insurance coverage for all schools including charter schools for commercial, liability, property and workers' compensation. Provide and track musical instrument insurance and student medical and life insurance coverage for students.   | M                | 5%               |
| 8. Coordinate quarterly staffings with District insurance pools, claims adjusters and physicians. Attend court hearings when scheduled.  | Q                | 5%               |
| 9. Respond to schools, field locations and/or medical centers under emergency circumstances.   | Q                | 2%               |
| 10. Assist in writing requests for proposal (RFPs) and contracts for School Resource Officers (SROs) for the Cities of Thornton, Northglenn and Broomfield.  | A                | 5%               |
| 11. Perform other job-related duties as assigned.  | Ongoing          | 1%               |
|  | <b>TOTAL =</b>   | <b>100%</b>      |

**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.
- Ability to manage multiple priorities.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- 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 Summit Financial System (SFS) and PeopleSoft payroll module within 2 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>    | <b>JOB CODE</b> |
|--------------------|--------------------------|-----------------|
| <b>Reports to:</b> | Risk Management Director | 4096            |

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

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for tracking and disbursing petty cash, tracking checking accounts and purchasing cards, counting monies, preparing bank deposits, 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.*

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

| <b>WEIGHT and FORCE DEMANDS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                  | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                     |                  |                   |                 |

| <b>MENTAL FUNCTIONS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
|                          | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                 |                 |

| <b>WORK ENVIRONMENT:</b>              | <b>Amount of Time</b> |                  |                   |                 |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                       | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                     |                  |                   |                 |

| <b>VISION DEMANDS:</b>                                    | <b>Required</b> |
|---|-----------------|
| 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               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          |                       |
| Quiet               |                       |
| Moderate            | X                     |
| Loud                |                       |
| Very Loud           |                       |