

SPECIALISTWORKERS COMPENSATION/BENEFITS

DEFINITION:

Under the supervision of an assigned Administrator, performs specialized technical and clerical duties in support of the Risk Management Department in the administration of the District 's workers' compensation and health benefit programs; monitor s and coordinate s Workers' Compensation claims; creates accurate case history documentation; serve s as a technical resource to employees concerning Workers' Compensation/Benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Disabilities Act, and other Workers' Compensation laws and regulations.
- Employee collective bargaining agreements and provisions pertaining to industrial accidents and other paid leaves.
- Record-keeping, research 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.
- Basic interviewing techniques.
- Telephone techniques and etiquette.
- Technology and appropriate software applications.
- Typing, filing, and other clerical skills.
- Basic arithmetic computations.

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 fact2.228 .9 (o)3.7 (n)4.8 (s.)JT9 (pp)-3.3 (r)-3.5 (r)-3.5 ataTc 0 Tw 16.518 0 Td19 x AnPtit o:tawin2 (r)-
• •

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Potential for contact with dissatisfied or abusive individuals.

Previously Revised: 06/2017