



**JOB TITLE: SAFETY AND HEALTH/WORKERS COMPENSATION
TECHNICIAN**

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	30	Board Approved:	March 20, 2000

BASIC FUNCTION:

Under general supervision, performs a variety of complex paraprofessional confidential Worker's Compensation processing. Assists in industrial safety training, and safety reporting, office operations, and compliance tasks.

REPRESENTATIVE DUTIES:

Assist in the clerical office operations of the Safety and Health Office; keeps abreast of current developments and laws regarding industrial safety.

Process the District's Worker's Compensation claims and Industrial Accident Leave forms; keeps abreast of current developments and laws regarding Worker's Compensation and A.D.A. regulations.

Serve as District liaison with Worker's Compensation administrator; interacts with administrator to resolve District and employee Worker's Compensation and industrial safety inquiries.

Serve as first contact for employee Worker's Compensation and industrial safety inquiries.

Process, monitor and review incoming Worker's Compensation forms and safety hazard report forms; maintain strict confidentiality regarding employee claims; create files and organizes claims as needed; document claims and claimant information; maintain correspondence as needed; assure all paperwork and files are completed for Worker's Compensation claims and industrial safety issues; make recommendations to management regarding disposition of claims; coordinate processing with the Human Resources Office.

Follow up with appropriate manager, supervisor and employee regarding claim status and required paperwork.

Compile, complete and verify required Worker's Compensation and industrial safety reports; resolve any reporting issues that arise.

Assist with the implementation, coordination and presentation of required Worker's Compensation and industrial safety workshops.

Schedule appointments with District medical examiner regarding Worker's Compensation and industry Safety issues.

Schedule appropriate medical evaluations with District medical examiner.

Oversee the work of other office staff.

Attend related District committees as directed.

Receive and process student insurance requests.

Perform other related duties as required.

JOB QUALIFICATIONS:

Education and Experience:

Two years education above high school level highly desirable. Directly related work experience in excess of the three years required may be substituted for the desired education. Three years increasingly responsible employment in benefits, reporting, accounting or other related field which demonstrates the knowledge, skills and abilities required for this position.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Record-keeping practices used in the preparation of Worker's Compensation and safety reports.

Automated data systems.

Worker's Compensation and Safety laws, regulations and processes.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Operation of office machines and computer-related equipment.

Telephone techniques and equipment.

Abilities/Skills:

Effectively compile and evaluate information.

Explain Worker's Compensation and safety programs.

Perform complex clerical duties related to Worker's Compensation and safety.

Prepare reports and maintain records.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationship with others.

Type at an acceptable level to accomplish reporting and correspondence tasks.

Operate personal computer and/or terminal.

Work independently with little direction.

WORKING CONDITIONS:

Office environment.

Dexterity of hands and fingers to operate a keyboard.

Hear and speak to exchange information in person and on the telephone.

Sit for extended periods of time.

Read a variety of materials.

Extensive computer work.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.