



JOB TITLE:	WORKERS' COMPENSATION & LIABILITY CLAIMS ADMINISTRATOR	DIVISION:	DISTRICT – RISK MANAGEMENT & SAFETY
REPORTS TO:	DIRECTOR OF RISK MANAGEMENT & SAFETY	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the direction of the Director of Risk Management and Safety, this position organizes, monitors, and coordinates the general oversight and processing of District-wide Workers' Compensation and Liability Claims; acts as a liaison with outside administrators, physicians, legal counsel, and employees; performs a variety of administrative tasks pertaining to the Workers' Compensation and Liability Claims Program; and assists in the investigation of Liability and Workers' Compensation Claims.

Essential Responsibilities

- Processes Industrial Injury reports, issues First Report of Injury to Third Party Administrators, schedules appointments with medical provider when needed
- Coordinates evidence of injuries and illnesses, maintains file and tracks cases in accordance with District policies and procedures
- Coordinates structured Return to Work of injured employees and job analysis with District management, legal counsel, Third Party Administrator, Health and Safety staff and others
- Coordinates the District's Interactive Process for accommodating employee disabilities
- Communicates with employees and/or their representatives regarding claim procedures and related laws, completion of proper forms, and status of claims
- Provides assistance to Third Party Administrators by obtaining required job descriptions, claimant information, and coordination with District management
- Schedules evaluations with medical providers for Return to Work Examinations within applicable laws and notifies involved parties
- Updates and reviews claims data and other pertinent information in automated claims tracking systems
- In coordination with the District's Third Party Administrators, assists in controlling claims costs by utilizing available resources, promptly identifying potential need for specialized services, and making proper notifications to District management
- Knows and follows the safety and health rules and safe working practices applicable to the job
- Coordinates with Risk Management/ Safety Department for employee training when applicable
- Performs additional duties as required
- Regular and reliable attendance and performance are required



Required Knowledge, Skills and Abilities

Knowledge of:

- California Workers' Compensation Regulations and Liability Claims handling procedures
- Basic medical and legal procedures and terminology
- Office practices, procedures and the operation of standard office equipment

Ability to:

- Use initiative and sound independent judgment within the scope of District policies
- Organize, establish and maintain records, compile reports, and make accurate calculations
- Establish and maintain cooperative, effective, productive working relationships with District management, employees
- Interpret and apply detailed rules and regulations
- Track and meet deadlines in accordance with applicable procedures and laws
- Interpret a variety of computer-produced information
- Must be proficient using personal computer and applicable software: MS Office, Access, and proprietary data base systems

Minimum Qualifications

Education and/or Experience:

A College level training and experience equivalent to:

- Bachelor's degree with course work in social sciences, human resources, public administration, organizational behavior or related field; additional position related experience may be substituted on a year for year basis in lieu of degree
- Three years recent full-time position related experience in Workers' Compensation, Liability Claims Insurance and Risk Management or related area
- Must be proficient using a personal computer and applicable software. Experience in MS Access and proprietary data base systems is highly desirable

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. May operate District vehicles on occasion

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.