

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Analyst I, Workers' Compensation	REPORTS TO:	Worker's Compensation Supervisor
DEPARTMENT:	Benefits & Risk Management	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-18/Management Salary Schedule

(Former Classification: Risk Management Analyst)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; perform analytical and investigative duties in regard to processing claims under the District's self-insured workers' compensation and safety programs to provide timely delivery of high quality services to the sites and departments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Determine if an injured employee is entitled to Workers' Compensation benefits under the provisions of the Labor Code; accurately calculate the benefit and contact the injured employee in a timely manner to explain benefits provision and the Workers' Compensation process. *E*

Review claim for type of injury, occupation, in terms of probable length of disability, potential or residual disability, details of accident for any possibility of third party recovery, to determine if there is a need for investigation. *E*

Participate in the development of goals and objectives for an assigned area; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines. *E*

Establish reserves based on information at hand, such as type of injury, occupation, probable medical treatment needed. *E*

Collaborate and communicate with leaders, district departments, school sites, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals. *E*

Prepare a variety of reports and review for data accuracy to ensure the credibility of information provided; coordinate the collection of data through computer-generated reports; compose correspondence and maintain records. *E*

Monitor claim for return to work, residual disability, need for vocational rehabilitation benefit review, need for vocational rehabilitation if employee becomes a qualified injured worker to assist in sustaining the financial viability of the District. *E*

Present claim to Employment Review Committee, if an injured worker has restrictions that may limit that employee from returning to his usual and customary occupation. *E*

Prepare timely filings of claims for Division of Workers' Compensation when a claim is ready for settlement; make appearance at the Division of Workers' Compensation when a claim is non-litigated and an appearance is necessary. *E*

Assist in the development of recommendations and implementation of policies and procedures related to insurance and safety to ensure the effective and efficient operation of assigned area. *E*

Conduct and coordinate research; investigate claims and ensure compliance of District's Risk Management Program to statutory provisions of the Labor Code, Education Code and Insurance Code. *E*

Attend workshops, meetings and other gatherings related to assigned area to obtain up-to-date information to assist in providing efficient services; prepare and provide clear work direction or training to employees, sites, and departments to ensure comprehension of procedures and processes. *E*

Review current legislation relating to the Risk Management Program. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public or business administration, or related field, and three years claims processing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; an official letter of authorization from the State of California, Department of Self-Insurance for Workers' Compensation Claims Administration for a self-insured entity; valid certificate from the Insurance Educational Association for the administration of workers' compensation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Labor Code relating to Workers' Compensation.
- Tracking and monitoring system for Workers' Compensation claims.
- Current Information System for procuring employment and salary history.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of area of specialty.
- Analytical and problem solving techniques.
- Labor Relations law and employee contracts.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and oversee an assigned Workers Compensation area.
- Administer Workers' Compensation claims in accordance with California Labor Code.
- Actively manage the progress of the claim from the first report to conclusion/settlement.
- Prepare reports and develop records and procedures.
- Analyze safety problems and programs.
- Plan, prioritize and organize work to meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Communicate, understand and follow both oral and in written directions effectively.
- Maintain current knowledge of new and changes in legislation, laws, rules and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and programs to apply to current work.
- Manage change and design an effective system of reporting progress and monitoring results.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; drive a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read various materials; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions