

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Coordinator I, Worker's Compensation	<b>REPORTS TO:</b>	Director - Benefits & Risk Management
<b>DEPARTMENT:</b>	Benefits & Risk Management	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	12 Months
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-19/Management Salary Schedule

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**(Former Classification: Worker's Compensation Supervisor)**

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; provide Worker's Compensation benefits to District employees and ensure compliance with applicable laws, codes, rules and regulations; train, supervise, evaluate and provide clear work directions to assigned staff.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)**

Plan, organize and supervise the daily activities of the District's Worker's Compensation benefits; provide Worker's Compensation benefits to District employees. *E*

Ensure compliance with applicable laws, codes, rules and regulations; maintain current knowledge of current legislation regarding risk management issues to provide high quality services to the District employees and outside agencies. *E*

Develop, recommend and implement policies and procedures related to insurance and safety. *E*

Oversee, train, supervise and evaluate assigned personnel; provide clear, constructive feedback to improve staff effectiveness in support of professional learning; recommend various personnel actions as appropriate. *E*

Maintain accurate records and prepare reports and correspondence related to assigned activities; operate a computer and related software to input various information. *E*

Schedule and coordinate various budget functions to ensure the financial viability of the District. *E*

Communicate with various District management and staff, and attorneys, unions, and other agencies to coordinate activities, exchange information and resolve issues and concerns related to Worker's Compensation and related matters. *E*

Prepare and review claims for trial to ensure accuracy of information. *E*

Attend a variety of seminars to obtain new or updated information on policies and procedures related to assigned duties; represent the District on committees for Worker's Compensation as assigned. *E*

Assist in the administration of the District safety program to ensure compliance; analyze safety programs for effectiveness. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration and three years experience in the worker's compensation or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of Self Insurance Administrators Examination.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Laws, codes rules and regulations related to Worker's Compensation and related activities.  
Interpersonal skills using tact, patience and courtesy.  
Policies and objectives of assigned program and activities.  
Oral and written communication skills.  
Accurate record-keeping techniques.  
Operation of a computer terminal and data entry techniques.  
Labor relations law and employee contracts.  
District organization, operations, policies, objectives.

**ABILITY TO:**

Provide Worker's Compensation benefits to District employees.  
Ensure compliance with applicable laws, codes, rules and regulations.  
Train, supervise and evaluate assigned personnel.  
Analyze situations accurately and adopt an effective course of action.  
Establish and maintain productive working relationships with a diverse range of people.  
Comprehend and communicate effectively both orally and in writing.  
Maintain current knowledge of program rules, regulations, requirements and restrictions and current legislation.  
Work independently and effectively with little direction.  
Plan, organize and prioritize work in order to meet schedules and timelines.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Learn new or updated computer systems and/or software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting for extended periods of time; reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve and store files; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; seeing to read and ensure compliance.

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

*E=Essential Functions*