



NEW: Submitted:
10/16/2019 10/15/2019

JOB TITLE:	CONSULTANT WORKERS COMPENSATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8622
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides specialized expertise and assumes responsibility for general administration and maintenance of the District's workers' compensation program. Coordinates workers' compensation benefits for District employees; counsels employees and supervisors as to benefits and options; maintains appropriate records; and manages first tier issue resolution for benefit and workers' compensation concerns.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels and provides quality customer service to employees regarding workers' compensation benefits and rights and responsibilities under the program

Coordinates workers' compensation claims and benefits for the District

Acts as a liaison between the injured employees, the third party claims administrator, the District's occupational medicine provider, and local District administration

Processes all First Reports of Injury including record-only, medical-only, and lost time claims

Prepares OSHA reporting and required postings for assigned District location(s) and assists schools with OSHA reporting by supplying workers' compensation data

Stays abreast of statutes, regulations, rules, and District policies pertaining to workers' compensation

Coordinates accommodations and early return to work programs for injured employees

Collaborates with other departments including; but not limited to, Safety & Environmental, Human Resources, Payroll and the Leave Center and compiles workers' compensation reporting

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in Human Resources or Risk Management

Working knowledge of laws, statues, regulations, policies, and procedures related to workers' compensation

General knowledge of OSHA, HIPAA, FMLA, ADA, and other regulations overlapping with workers' compensation

Excellent customer service skills

Effective organizational skills

DESIRABLE QUALIFICATIONS

General knowledge of Kentucky education law and Federal employment laws

Experience in a diverse workplace