

Career Service Authority

Workers' Compensation/Modified Duty Coordinator

Revised Date / /
Revised By Monika S. RacRossie
EEOC Code 1 Officials and Administrators
FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Directs the daily operations of the Workers' Compensation Unit of the Occupational Health and Safety Clinic.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Supervises technical and clerical staff involved in the daily operations of the Workers' compensation Unit.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
3. Assists in the case management of worker's compensation cases.
 - *Knowledge of worker's compensation regulations sufficient to be able to direct activities and perform case management.*
 - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
4. Monitors modified duty and assists in the placement of injured employees.
 - *Skill in administering a modified duty program.*

5. Monitors and tracks the recovery status of the Department of Health and Hospital's injured workers.
 - *Skill in administering a modified duty program.*
6. Monitors all lost cases, reviews work injury reports, and compiles data from claims investigations for adjusters.
 - *Skill in analyzing and investigating problems relative to the work assignment.*
 - *Skill in filling out forms and completing paperwork related to the work assignment.*
7. Compiles data from claims investigations for adjusters.
 - *Skill in collecting and analyzing information relative to the work assignment.*
8. Analyzes data for the identification of departments and employees with reoccurring injuries.
 - *Skill in analyzing and investigating problems relative to the work assignment.*
9. Conducts ergonomic evaluations.
 - *Knowledge of ergonomics sufficient to be able to evaluate and determine problems and provide information on proper practices.*
 - *Skill in performing ergonomic evaluation of the work environment.*
10. Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.
 - *Knowledge of supervisory principals and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
11. Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.
 - *Skill in applying the principles of staff development to provide staff training and cross training.*
12. Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
.....

Job Requirements

Level of Supervision

Supervises two or more employees who do not supervise.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of action to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated. Completed work is reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Talking: expressing or exchanging ideas by means of spoken words.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.

Mental Demands

Mathematical Reasoning

Oral Comprehension

Written Comprehension

Working Conditions

Handles absentee replacement of short notice

Subject to long irregular hours

Subject to many interruptions

Minimum Education

Associate Degree in Business Administration, Public Administration, Political Science, Human Resources Management or related field.

Minimum Experience

Two years of clerical or paraprofessional experience working with worker's compensation claims.

Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and Certification

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.