

# CLASSIFIED PERSONNEL

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## WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/Human Resources and the Director of Human Resources, the Workers' Compensation, Benefits & HRIS Specialist performs a broad range of duties in support of multiple human resources functions. Duties are concentrated in the areas of: workers' compensation filings and subsequent processes including reasonable accommodation considerations and return to work programs; benefits administration for employees and retirees; HRIS support; and coordination and ongoing maintenance of a wide variety of notifications, records and reports to ensure the District is in compliance with regulations and mandates.

### DISTINGUISHING CHARACTERISTICS

Positions in the human resources program are responsible for activities district-wide to support the acquisition and retention of a quality workforce to carry out the instructional mission and administrative support functions of the District. The Workers' Compensation, Benefits & HRIS Specialist is responsible for coordinating and overseeing workers' compensation, long-term leaves, benefits, HRIS support and for providing necessary reporting, customer service, and training to users of the information.

### ESSENTIAL FUNCTIONS

- Performs a variety of complex technical work in the area of workers' compensation and long-term leave benefits; calculates, processes and posts workers' compensation, medical and other leaves; maintains knowledge of and assures compliance with applicable laws, codes, rules, regulations and contract provisions.
- Receives, reviews and responds to subpoenaed documents to comply with workers' compensation requirements.
- Analyzes workers' compensation voucher reports for accurate wage reporting to provide tax abatement information.
- Monitors, coordinates and communicates workers' compensation claims with injured employees, management, and claims administrators; serves as a District representative during Interactive Process meetings; analyzes circumstances of claims; assures prompt delivery of medical services and informs employees of benefit entitlements; coordinates return-to-work and transition to full duty within doctor restrictions.
- Coordinates and administers the benefits insurance program for District employees and retirees; coordinates the annual open enrollment period including dissemination of plan information; answers questions or refers individuals to appropriate resource to assist with determining plan selection; enrolls new hires as needed.
- Reviews and analyzes legislative regulations regarding health care reform, COBRA, etc.
- Assists with the benefit plan design and the development of updates to assure all new legislation is applied properly to various benefits plans.
- Determines employee eligibility and entitlements for various long-term benefits such as industrial accident leave, sick leave, donated/catastrophic leave, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, long-term disability, etc.; tracks long-term leaves and makes adjustments to leave accounts.
- Provides accurate benefit information for annual budget projections and actual costs.

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- In conjunction with human resources managers, coordinates and oversees a wide variety of notifications, records and reports (e.g., mandated reporter, sexual harassment, annual notifications) to ensure compliance with regulations and mandates; emails annual notifications to District employees, monitors receipt of acknowledgement and follows up with employees who are out of compliance.
- Prepares and disseminates various HR reports to ensure accurate financial and audit information pertaining to staffing, benefit plans, and actual compared to projected costs.
- Trains current and new human resources staff on applicable human resources systems.
- Develops and tests data procedures to validate and analyze system output to meet information needs.
- Researches system problems, recommends alternative solutions.
- Analyzes EDD disability submissions for dispute.
- Extracts, compiles and submits monthly and quarterly EDD employee payroll data and multiple wage reports.
- Assists in the ongoing maintenance of the substitute employee management system to ensure its efficiency and effectiveness.
- Coordinates activities to support site personnel for the purpose of ensuring proper use of and procedures to maintain HR systems.
- Designs various reports and report formats and data applications for the purpose of providing information to meet specific reporting needs.
- Analyzes HR information using applications software for the purpose of providing information needed to make various HR program decisions.
- Designs and prepares various presentations to communicate information to District departments, to other agencies, and to the general public.
- Assists in the support of systems and projects as directed for the purpose of maintaining integrity of the HR system and meeting the information needs of system users.
- Consults with system vendors to ensure proper linkage among components of the HR system and the District's payroll, budgeting and financial reporting systems for the purpose of maintaining system integrity and accuracy.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE OF:

- Workers' compensation program requirements
- Human resource data systems and records requirements
- Procedures to maintain complex database and reporting system
- Industry standards and procedures of relating to database application and maintenance for organization human resource/human capital information needs

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- Modern office practices, procedures and equipment
- Design and format of reports extracted from human resource database systems
- Troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors
- Time and attendance accounting procedures and leave policies and legislation (e.g., FMLA, CFRA)
- Benefit and retirement insurance programs, policies, procedures, and legislation (e.g., COBRA, ACA)
- Basic principles of training
- Software applications used by the District
- Oral and written communication skills
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Principles of providing work direction and guidance

#### ABILITY TO:

- Communicate and work effectively with others
- Understand written and oral instructions
- Organize and plan an effective work schedule with users
- Maintain complex human resource database systems and applications
- Troubleshoot database applications and software problems
- Train and assist others in the use and functions of assigned software
- Provide and maintain documentation of installed systems
- Work without close supervision on complex data problems and related software
- Communicate with vendors and other technical experts to diagnose and eliminate data and software problems
- Demonstrate effective project management skills
- Work with accuracy and precise attention to details and provide similar guidance to system end-users
- Provide work direction and guidance to others
- Read, interpret and apply technical manuals and documentation
- Apply personnel policies, practices, and pertinent codes, policies, regulations and/or laws
- Enter data with speed and accuracy for recording, modifying and reporting information, including use of complex spreadsheets, word processing, and databases
- Operate standard office equipment
- Detect errors in data output
- Prepare and maintain accurate records
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines

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### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require working in an office. The job functions require the physical demands listed below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom or Occasionally	Pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending, climbing/balancing, pushing/pulling, crawling
Occasionally	Walking, standing, squatting/crouching, lifting and carrying up to 25 pounds at waist or overhead/shoulder height up to a distance of 25 feet
Occasionally or Frequently	Handling, simple grasping
Frequently	Neck flexion/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment
Frequently or Continuously	Sitting up to one hour in intervals

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear others in order to communicate and make presentations, vision ability to see near, distant, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

There is the potential for contact with dissatisfied or abusive individuals. Some travel may be required to attend business meetings, conferences or workshops. Must be able to operate a vehicle requiring a California Class C driver's license.

### EDUCATION

College-level coursework in human resources, business, accounting, finance or closely related field is preferred.

### EXPERIENCE

Five years of increasingly responsible Human Resources experience including a minimum of three years of experience working directly with the processing of Workers' Compensation claims and employee benefits administration and one year of experience using a large information system and database to include complex queries and data extraction. Experience in a school district or public administration environment is preferred.

### REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

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#### **LICENSES AND CERTIFICATES**

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

#### **CONTINUING EDUCATION/TRAINING**

None specified.

#### **CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.