

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Personnel Technician - Workers' Compensation & Safety

**DEPARTMENT/DIVISION:** Human Resources

### **POSITION SUMMARY:**

Under general supervision of the Associate Superintendent for Human Resources or his/her designee, performs a variety of duties relating to certificated, classified and management personnel. This position has been designated as a confidential position per SB 160-...©, "confidential Employee" means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer's employer-employee relations.

### **ESSENTIAL FUNCTIONS:**

1. Serves as a vital staff and public relations link through personal and telephone contact frequently serving as liaison with staff and public.
2. Prepares letters, memoranda, reports, handbooks, questionnaires, requisitions, contracts and job bulletins from marginal notes, rough drafts or verbal instructions.
3. Performs a variety of complex and specialized clerical duties in support of personnel programs and functions including, but not limited to reviewing, revising and upgrading forms and procedures as needed.
4. Uses computer to input data, maintain files and operate standard office machines.
5. Obtains, interprets, and provides information to employees regarding Workers' Compensation and safety programs.
6. Maintains up-to-date confidential and Workers' Compensation claim files and supervises the use and accessibility of the files.
7. Maintains current records and notifies employees of impending expiration of tuberculosis clearance.
8. Maintains current records and tracks Hepatitis B series for designated employee classifications.
9. Processes bills received from district designated providers for Post-offer physicals, tuberculosis clearance, Hepatitis B series and fitness for duty evaluations.
10. Manages industrial accident claims and coordinates communications with insurance carrier.
11. May transports acutely injured employees to physician when necessary.
12. Coordinates temporary offer of modified duty with site, injured employee, supervisor and physician.
13. Prepares appropriate reports for industrial accidents as required by OSHA and other state/federal agencies.
14. Serves as district representative at County JPA meetings.
15. Serves as Human Resources representative on District Employee Safety Committee.
16. Performs ergonomic evaluations of employee work stations as required.
17. Under the direction of the Associate Superintendent for Human Resources develops and manages district wide modified duty program for injured workers.
18. Assists with the development of job safety training programs.
19. Organizes, prepares, updates and modifies job descriptions to meet ADA requirements and to accurately reflect the responsibilities and requirements of the position under the supervision of the Associate Superintendent for Human Resources.
20. Maintains up-to-date electronic file of all district job descriptions.

21. Serves as a back-up for other Human Resources staff on an as-needed basis.
22. Maintains regular and prompt attendance in the workplace.
23. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required testing. High school diploma or equivalent required. Two years of Business College or two years of responsible clerical work in a medical environment preferred.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of intermediate computer skills.
2. Knowledge of medical terminology.
3. Knowledge of Workers' Compensation laws and procedures, and rules and regulations regarding the Department of Industrial Relations and Cal OSHA.
4. Ability to operate standard office equipment.
5. Ability to type at a speed of 60 words per minute from clear copy.
6. Ability to communicate effectively, orally and in writing.
7. Strong interpersonal skills.
8. Ability to make independent decisions and accurately interpret laws and practices.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

**SALARY:** Classified Confidential, Range 13

**DAYS OF SERVICE:** 230

Adopted: TUSD 3/27/01  
Revised: TUSD 11/10/15