

OAK GROVE SCHOOL DISTRICT

JOB TITLE: HUMAN RESOURCES TECHNICIAN AND RETURN TO WORK SPECIALIST

SALARY RANGE: Calendar A Step 32

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Human Resources Assistant Superintendent, the Human Resources Technician and Return to Work Specialist performs a variety of complex technical and clerical functions assisting with administrating, monitoring, and coordination of the District's Workers' Compensation program. The Human Resources Technician and Return to Work Specialist also works closely with the Coordinator of Human Resources in implementing the District's Structured Return to Work Program (SRTW), including reviewing and structuring modified work duties. In addition, the Human Resources Technician and Return to Work Specialist performs Human Resources related duties. Employees in this classification receive limited supervision from an Administrator or his/her designee. This job class exercises independent judgment and problem solving skills in the interpretation and application of regulations and procedures as they relate to specific programs and special cases.

TYPICAL DUTIES

- Acts as resource person, answering telephones; receiving and responding to staff, Administrators, and the general public; giving information and assistance where judgment and knowledge are required.
- Assists the Human Resources Administrators in obtaining information from health care providers regarding employee's work restrictions.
- Assists with other day-to-day operations and activities of the Human Resources department; and maintains confidentiality of all Human Resources work.
- Assists the Human Resources Administrators in reviewing and analyzing pertinent documentation identifying work restrictions for District employees in order to allow the District to implement its Structured Return to Work Program (STRWP) and/or engage in the interactive process with employees.
- Assists with technical compliance reporting functions to the District's workers' compensation broker and TPA, including drafting correspondence, maintaining files, and communicating with the workers' compensation broker and TPA.
- Creates and develops forms and informational handouts to instruct employees or clarify a process.
- Coordinates information needed by management for quarterly reviews of pending workers' compensation claims, including employees participating in the STRWP, and/or Human Resources statistical information.
- Compiles and prepares reports and data for studies relating to, but not limited to, Human Resources issues, workers' compensation issues, and the District's STRWP.

TYPICAL DUTIES

- Assists in organizing material for publication or special projects, prepares and submits mandated reports.
- Disseminates information and provides overviews regarding District personnel policies and procedures.
- Maintains contact as appropriate with employees during the return to work process and/or as part of the interactive process.
- Processes and maintains legal documents as required including those related to worker's compensation claims filed by District employees.
- Provides information and assistance to District employees related to Human Resources, and workers' compensation, and STRWP.
- Work cooperatively with other departments; regarding payroll, insurance, and budget issues.
- Responsible for coordinating activities with Human Resources Administrators and Payroll Department pertaining to workers' compensation claims, temporary duty, permanent and modified work assignments.
- Maintains and controls files on matters in progress and expedites their completion.
- Participates in interactive meetings with the Human Resources Administrator and District employees/applicants.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation
- Knowledge of specific operations, policies, and procedures of assigned operation Unit.
- Two years of work experience related to workers' compensation, Human Resources, and return to work programs.
- Experience coordinating and/or having responsibility for workers' compensation claims with specific experience in return to permanent, modified or alternate work.
- Skill to type accurately at 50 words per minute.
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.