

San Diego County Office of Education
Personnel Commission

CLASS TITLE: WORKERS COMPENSATION TECHNICIAN

DEFINITION:

Acts as a service representative to the Workers' Compensation JPA member school districts; assists in the development and implementation, and maintains fiscal responsibility for the Workers' Compensation JPA; prepares related reports; plans and organizes SDCOE risk management activities and events.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Upon notification of new member districts in the Workers' Compensation JPA's, visits the district and trains staff in operating the insurance program under the JPA;

Maintains and reconciles the workers' compensation checking accounts to include draft registers and bank statements;

Maintains journal of total premiums paid and/or due;

Monitors and reconciles workers' compensation comprehensive monthly loss reports;

Prepares and revises workers' compensation trust fund quarterly reports;

Prepares annual projections and assists in the preparation of the annual budgets for Workers' Compensation JPA;

Logs and records financial data to the Health Improvement Program (HIP), the Pre-placement Physical Program, the Department of Transportation Program (DOT) and the Employee Assistance Services for Education Program (EASE);

Reconciles monthly financial statements;

Researches, recommends and upon approval implements risk management activities at the SDCOE;

Promotes activities in other districts;

Plans and organizes activities and events by obtaining cost estimates, promoting events, soliciting participation, scheduling equipment and rooms, arranging speakers, and facilitating meetings and activities;

Communicates with member districts on the Workers' Compensation, EASE, HIP, and Pre-placement Physical Programs;

Assists districts in resolving claims reporting and risk management related issues;

Communicates with the broker/administrator as necessary;

Performs premium calculations and analysis, audit and review functions;

Updates and maintains contracts;

Assists with report writing and systems development assignments when required.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Thorough knowledge of insurance practices and procedures. General knowledge of workers' compensation and risk management principles.

Ability to: remain current on laws relating to insurance; learn, interpret and apply specific complex regulations and procedures; operate standard office equipment including computers and related software applications such as Microsoft Word and Excel; utilize a variety of accounting and fiscal reporting systems; maintain financial records and reports; make oral presentations; organize and facilitate meetings, activities and events; exercise independent judgment.

Skill in oral and written communication.

EDUCATION AND EXPERIENCE: Typical qualifying background would include substantial work experience involving the application of insurance principles and procedures for workers' compensation. Experience preparing and maintaining a variety of records and reports, and utilizing a computerized accounting/fiscal reporting system is also required. Experience planning and organizing group activities and events is highly desirable. College-level course work in business administration or a related field may be considered as partial fulfillment of the work experience requirement.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting. Ability to travel to and from school/work sites as job requires.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Fringe Benefit Technician (the next lower class) in that the Workers Compensation Technician performs higher level and more complex accounting duties such as budget preparation and projection, and prepares annual, quarterly and monthly reports. Additionally, the Workers Compensation Technician works with Workers' Compensation, as well as, a variety of other risk management programs and, therefore, requires a broader knowledge of risk management.

Established: 12/81

Revised: 6/96; 10/97; 4/98; 12/06; 7/08, 10/12; 1/13

Approved by the Personnel Commission: _____ December 1981