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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

FMLA AND WORKERS' COMPENSATION SPECIALIST

### **LOCATION:**

Human Resources Department

### **POSITION SUMMARY:**

Under direction, maintains Workers' Compensation claim information, extent of injury, medical care, employee absence, and lost wages. Maintains Family and Medical Leave (FML) claims for employees and tracks requests as well as analyzing FML claims to determine employee eligibility and pursuant to state and federal regulations.

### **REPORTS TO:**

Director of Human Resources

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or possession of a general education development (GED) program certificate. Bachelor's degree preferred.
2. A minimum of three (3) years of experience in Human Resources with specific experience with Workers' Compensation, Family and Medical Leave, and leave case management.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Working knowledge of the Federal and Maryland State Family Medical Leave Act of 1993 (FMLA), the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPPA), and Employee Assistance Program (EAP).

2. Working knowledge of Maryland State Workers' Compensation and Maryland Association of Boards of Education (MABE) Claims Unit guidelines.
3. Basic knowledge of medical terminology.
4. Excellent verbal and written communications and human relations skills.
5. Excellent computer (Microsoft Office) skills and knowledge of Enterprise Resources Program software.
6. Ability to use software and peripherals related to performance of job responsibilities.
7. Ability to interact professionally with a diverse group (administration, employees, legal experts, and subject matter experts).
8. Ability to prioritize work continually and produce a significant volume of work efficiently within performance standards.
9. Knowledge and experience with office equipment, such as: computers, faxes, copy machines, and telephones.
10. Willingness to work overtime as required to accomplish the duties and responsibilities of the position and to meet the deadlines of the department.
11. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

#### **ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Complies with all state and federal laws as well as Calvert County Public Schools policies and procedures and negotiated agreements for Workers' Compensation and Family Medical Leave (FML).
2. Complies with HIPAA and ADA regulations and requirements.
3. Processes and reports Workers' Compensation claims within the required timeframe.
4. Manages the Workers' Compensation claim from reporting to closure of the case.
5. Processes FML applications as they are submitted.
6. Tracks all leave (sick, borrowed, transferred, personal, annual, leave without pay) for employees with current FML or Workers' Compensation status.
7. Communicates verbally and in writing with employees, physicians, and Maryland Workers' Compensation representatives about claims.
8. Composes and sends communications to employees within state and federal mandated timeframes.
9. Obtains and reviews updated medical evidence of reason for employee's injury and/or leave upon receipt.
10. Reviews guidelines for FML eligibility, ensuring accurate eligibility decisions.
11. Answers FML or Workers' Compensation questions for employees, supervisors, and administrators.
12. Works with payroll to process Workers' Compensation checks.
13. Meets all deadlines on assigned claims to ensure quality assurance.
14. Analyzes Workers' Compensation and FML case notes for reporting purposes.
15. Resolves problems within scope of authority and brings other concerns to the attention of the employee's immediate administrator/supervisor and/or the Director of Human Resources.
16. Generates various reports at the request of the Director.
17. Works with others in Human Resources and Finance departments to ensure alignment of employee cases.
18. Thinks, concentrates, and interacts positively with others.
19. Reports to work on time daily.
20. Works under stress and meets all deadlines.

#### **OTHER DUTIES:**

1. Answers phone calls.

2. Fingerprints new employees as part of intake procedures
3. Performs related work as required or assigned by the Director of Human Resources

**PHYSICAL DEMANDS:**

Position is essentially sedentary.

**UNUSUAL DEMANDS:**

May be subject to a flexible work schedule.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 29). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the

applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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