JOB DESCRIPTION

San Diego County Office of Education

WORKERS' COMPENSATION TECHNICIAN

Purpose Statement:
Under general supervision, the Workers' Compensation Technician 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.

Diversity Statement:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:
This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these 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.

Other Functions:

- Performs related duties as assigned.

Job Requirements:

Knowledge and Abilities

KNOWLEDGE OF:
Thorough knowledge of insurance practices and procedures;
General knowledge of workers' compensation and risk management principles.
California Labor Code and California Education Code pertaining to workers' compensation;
Rules and regulations of the local and federal regulations related to workers' compensation;
Workers' compensation terminology;
Record keeping and records management;
Operation of computers and peripheral equipment;
Microsoft Office applications and spreadsheet programs;
Telephone techniques and etiquette;
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:
Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
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.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting. This classification requires the ability to travel to and from school/work sites as job requires. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document; and

Experience: Three years of clerical experience involving the review and application of policies, procedures, and regulations including one year of workers' compensation clerical experience. College-level course work in business administration or a related field may be considered as partial fulfillment of the work experience requirement

Equivalency**:** A combination of education and/or experience equivalent to a high school diploma or equivalent document and three years of clerical experience involving the review and application of policies, procedures, and regulations including one year of workers' compensation clerical experience. College-level course work in business administration or a related field may be considered as partial fulfillment of the work experience requirement.

Required Testing
N/A

Certificates, Licenses, Credentials
N/A

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support Grade 052

Personnel Commission Approved: December 1981

Revised: 06/96, 10/97, 04/98, 12/06, 10/12, 01/13