Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Workers' Compensation Specialist**

Qualifications:

Credentials: **None**

Education: High school diploma and training in computers and basic office skills.

Training or Experience Required: 3 years of secretarial and/or clerical experience preferably in a personnel/payroll environment. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Workers' compensation experience preferred. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Communication skills must be able to effectively exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as application forms, charts, diagrams, or instruction material.

Business Machines Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Typing Skills: Proficient skills in typing/word processing

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

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Job Goal (Purpose of Position): Performs skilled level clerical and secretarial duties under limited supervision to assist in the efficient functioning of the Human Resources department. Handles Workers' Compensation paperwork and issues; collects information on clearance of drug screening, background checks, and fingerprints; handles written verification of employment; handles temporary employment agreements. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular to constant contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to know about the operations in the entire district to handle routine inquiries and/or properly direct calls. Must be able to deal with the public with tact and diplomacy since this is a critical first impression position.

Other Performance Measures:

Successful performance of the job requires excellent customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to self or others. It requires following school dress standards, proper attendance or leave policies, and strong work ethic. Creativity, organization, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1. Handles all workers' compensation incident referrals to appropriate medical facility, incident reports, follow-up medical reports, TTD (temporary total disability) payroll calculations and payment requests for payroll. Responds to inquiries from school sites regarding workers' compensation issues.

2. Submits workers' compensation claims to CBR. Works closely with claim manager at CBR to facilitate efficient medical care for injured employees. Attends legal proceedings, such as depositions, for litigated claims. Advises supervisor of injured employee's restrictions, prepares transitional work agreements, relays to CBR if accommodations can be made for restrictions.

3. Liaison's with the Industrial Safety Compliance Specialist on work related injuries

4. Maintains Department of Labor log of all on the job injuries, completes the annual Department of Labor report.

5. Handles background investigations, drug testing requirements, and fingerprint results for new employees, and other investigations that are job related. Enter results in proper files. Check daily for new hires who do not clear drug screening, background checks and fingerprinting and report to proper administrator. Responsible for sending proper legal documentation to prospective employees if background check determines they can not work for MPS.

6. Responds to telephone inquiries verifying employment. May complete written verifications of employment.

7. Handles telephonic communication that comes into the school as relief for receptionist and directs the call to the proper parties. Must be able to know how to direct calls and answer routine information.

8. Handles unemployment claims with. Oklahoma State School Boards Association. Maintains accurate records of all unemployment claims received. Gathers details in order to dispute unemployment claims, works with OSSBA to dispute claims, attends teleconference hearings. Arranges for the appropriate personnel to be at hearings. Investigates fraudulent claims and communicates with personnel regarding the claim and submits to OSSBA.

9. Keeps list of employees who have received Hep C vaccination**.**

10. Sorts and distributes all incoming personnel department mail.

11. Order office supplies for personnel department**.**

12. Prepares Personnel Department Budget each year. Submits requisitions for PO's to make purchases for background, drug screens, office supplies, and other items. Submits invoices and PO's for purchases.

13. Sends list of retirements to appropriate schools/departments. Keeps list to order retirement plaques based on school/department response. Place order for plaques.

14. Records fingerprints for new hires and others as required.

15. Assists in the Recruitment process including – planning, registering, events, scheduling.

16. Performs other duties as assigned by the designee.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone and in person.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
Revised 5/14/2001
Revised 4/12/2010
Revised 10/10/2011
Revised 2017-18 Negotiated Contract
Revised 2024-25 Negotiated Contract