



*The City Beautiful*

## City of Coral Gables Job Description

<b>Job Title:</b>	Worker's Compensation Specialist	<b>Prepared Date:</b>	10/2013
<b>Department:</b>	Human Resources	<b>Approved By:</b>	Elsa I. Jaramillo-Velez
<b>Classification:</b>	0402		Patrick Salerno
<b>Pay grade:</b>	18E		
<b>FLSA:</b>	Non-Exempt		

A handwritten signature in blue ink, enclosed in a blue circle. The signature appears to be "E. Jaramillo-Velez".

### Summary

Performs administrative and clerical duties in the administration of the City's Worker's Compensation Program.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives, processes, logs, and files on-the-job injury/accident claim forms. Reviews for completion, assigns codes, and ensures proper documentation is received. Distributes claims to worker's compensation carrier and managed care company within required time frame. Informs Human Resources Director of claims requiring special attention. Notifies Risk Management Administrator of injuries requiring safety investigations. Detects fraudulent claims and recommends follow-up action.

Records and monitors time lost and return to work dates. Communicates with Finance Department to verify leave records. Prepares and processes lost time documentation and submits to worker's compensation carrier within required time frame. Communicates with managed care company to ensure status reports are accurately maintained.

Coordinates disability leave pay program. Receives and verifies bi-weekly injury reports prepared by Finance. Gives Human Resources Director reports and recommends eligible employees for disability leave benefits. Initiates and prepares required employee letters, memos, and conversion forms. Maintains detailed leave records and action logs.

Provides managed care training for new employees in accordance with state requirements. Answers employee questions and troubleshoots problems. Acts as a liaison between employees, managed care company, worker's compensation carrier, and medical providers. Provides information and makes copies of files/records for attorneys. Schedules meetings.

Prepares annual OSHA report. Summarizes and totals all injuries and lost time. Logs and submits report timely to avoid fines.

Administers random and post accident drug testing processes.

Administers safety equipment reimbursements.

Processes various reports to include the State Payroll Report, Wage Statements, State Worker's Compensation Assessment and Payroll self audits. Distributes reports to worker's compensation carrier and/or finance department to obtain required information. Reviews state payroll report information to ensure accuracy of worker's compensation codes. Logs and submits completed reports prior to deadlines to avoid fines.

Maintains a variety of records, logs, and files. Prepares related summary reports and handles special projects. Researches and analyzes data to resolve problems.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of Worker's Compensation laws, state regulations, practices and procedures. Knowledge of services and procedures administered by the managed care company and worker's compensation carrier. Knowledge of department policies and procedures and of the City's disability leave pay program. Knowledge of the requirements, deadlines, and penalty fees for processing claims and reports. Knowledge of related personnel rules and regulations and labor agreement articles. Ability to understand basic medical and legal terminology used in reporting and investigating worker's compensation claims. Ability to explain policies and procedures to employees, verbally and in writing. Ability to communicate effectively with employees of all levels, managed care company and worker's compensation carrier, medical providers, and attorneys. Ability to maintain detailed, accurate records required to monitor and calculate leave time. Ability to conduct research, make calculations, compile and analyze statistical data. Ability to detect problems and recommend solutions. Ability to meet deadlines. Ability to operate computer and department software. Skills in organization and oral/written communications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

High school graduate or equivalent.

Two (2) years of college; plus two (2) years of administrative and clerical work experience in the worker's compensation field.

A comparable amount of training or experience may be substituted for the minimum qualifications.