

HUMAN RESOURCES SPECIALIST

DEFINITION

Administers all aspects of a Workers' Compensation Program including, but not limited to reporting of all work related injuries, preparing OSHA reports, maintaining confidential medical files, and serving as liaison between the District, medical professionals/facilities and insurance carriers. Administers medical-related leaves of absence. May also perform other HR functions in the areas of employee relations and recruitment as needed.

SUPERVISION EXERCISED AND RECEIVED

Direct supervision is provided by the Associate Vice President of Human Resources.

Assignment may require the direct or indirect supervision of general clerical positions.

EXAMPLES OF DUTIES

Administers all aspects of the Workers' Compensation Program and medically-related leaves of absence including FMLA.

Serves as liaison between the District and medical professionals/facilities as well as our Workers' Compensation insurance carrier.

Prepares annual reports to the state and federal government (OSHA) that include all the information on the Workers' Compensation cases.

Ensures all work related injuries/accidents are reported to area supervisors, the third-party administrator and the state regulatory agency in a timely manner.

Informs employees injured on the job of their rights and ensures that the injured employee completes the appropriate documentation in a timely manner.

Maintains confidential files regarding Workers' Compensation claims, medical leaves of absences and medical conditions.

Assists area supervisors in creating modified work duties and schedules due to disabilities.

Contacts employee's personal physician so that the case can be transferred to the District's physician when work-related accidents are not initially reported.

Handles after-hours work-related injuries.

Prepares necessary treatment authorization paperwork for the employee and notifies the District contracted medical facility when an injured worker is being sent to their facility.

Monitors and maintains personal contact with injured employees whether at home or at work unless the case is under litigation. In this case, the attorneys could be contacted.

Administers all Return to Work procedures.

Contacts the employee's physicians and attorneys as well as District legal counsel as needed.

Notifies the third-party administrator when a claim should be fully investigated.

EXAMPLES OF DUTIES (continued)

Reviews, evaluates and recommends action regarding insurance carrier and medical service providers to the Associate Vice President of Human Resources. Files complaints regarding service when necessary.

May provide PERS/STRS retirement information, assists in completing necessary paperwork.

May assist in the coordination of recruitment and retention activities.

Coordinate the review and updates of Board Policies and Administrative Regulations.

Revises the Guild and CSEA contracts incorporating new agreements/revisions negotiated during collective bargaining sessions. Once the final draft is approved by the Associate Vice President of Human Resources, produces and distributes the approved contract to all faculty.

Greets and screens telephone calls, faculty, staff and the public and responds to questions, requests, and complaints in a sensitive and cooperative manner; maintains harmonious operating conditions in a service-oriented environment serving a multicultural and multiethnic population.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Workers' Compensation and Family Medical Leave Act law and procedures.

Human Resources practices, procedures, laws and regulations.

Effective interpersonal skills.

Proper English usage including grammar, vocabulary, spelling and punctuation.

Proficient in word processing, spreadsheet, database and presentation computer software. Assignment may require knowledge of additional software applications.

Effective oral and written communication.

Ability to:

Assess work-related injury status and recommend appropriate action.

Organized and anticipate the need for information in order to respond to requests and complete correspondence.

Learn District policies, procedures, regulations, and special programs to apply them with good judgment.

Communicate effectively with all levels of personnel at the college.

Maintain confidentiality of information.

Use tact and discretion in a diverse multicultural and multiethnic public service environment.

Analyze situations accurately and use judgment when referring problems.

QUALIFICATIONS (continued)

Compose effective correspondence independently.

Review, edit and proofread written documents for grammar, completeness and accuracy.

Compile and maintain accurate records and write clear, concise reports.

Establish and maintain a variety of confidential and complex interrelated files and records.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree from an accredited university or college with a major in human resources management, psychology, business or a related field.

Three years of human resources experience which includes administering Workers' Compensation claims, leaves of absences, employee relations, union/labor relations and recruitment.

Desirable Qualifications:

Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certificate.

Note: This position has been designated as "Management", exempt from bargaining groups.