# CLASSIFICATION AND POSITION DESCRIPTION

## BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

Assist Risk Manager with facilitating and coordinating program-related training as appropriate; assist in providing training to departmental administrative personnel regarding roles in recording/reporting job-related injuries or tracking employee leave usage; file, organize and maintain manual and automated records of completed training courses

Prepare and maintain a variety of records, logs, correspondence and files related to assigned activities; maintain OSHA records; update District policies as needed

Receive, file and organize student accident reports; determine reportable student accidents; initiate and process claims; maintain files and correspondence regarding student accident reports; maintain communication with third party administrators; notify administrators regarding student accident reports, trends or preventative measures

WORKERS COMPENSATION SPECIALIST BUSDFinal

#### ABILITYTO:

Interpret, apply and explain Workers Compensation coverage and benefits to employees

Establish and maintain comprehensive records and prepare reports

Interpret, apply and explain applicable laws, codes, rules and regulations

Analyze facts, information and data

Compose written correspondence independently

Learn other processes of the Department including ergonomic evaluations, billing, student incident reporting and other areas as assigned

Answer telephones and greet the public courteously

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Plan and organize work

Type or input data at an acceptable rate of speed

Determine appropriate action within clearly defined guidelines

Operate a variety of office equipment including a computer and assigned software

Work independently with little direction

**EDUCATION AND EXPERIENCE:** 

experience processing workers compensation claims or related experience

LICENSES AND OTHER REQUIREMENTS:

Valid California dr

**WORKING CONDITIONS:** 

#### **ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

### PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information and make presentations

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